Manusher Jonno Foundation (MJF)

Job Description

Employee Name:  Job Title: **Program Coordinator-SC**

Programme: Supervisor: Director Program

**Job Summary for Program Coordinator- Social Cohesion:**

As a member of Manusher Jonno Foundation program team, Program Coordinator - Social Cohesion is responsible to lead the projects related to Preventing Violent Extremism and Social Cohesion. Strategic Leadership for new projects, support the implementation of the projects by Partner NGOs, manage the grants and supervise the project implementation team, communication with donors and other actors will be the regular activities of the position. This new position of MJF requires a creative and innovative person who is a quick learner, able to experiment with new approaches, and adapt activities and their own management style accordingly. Effective program management, people management, budget management and representation skills are essential aspects of this role.  S/he must be able to establish and maintain contacts with key actors as well as make use of available sources for gathering and distributing key information.

**Responsibilities and Tasks:**

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| **SL** | **Responsibilities** | **Tasks** |
| 1. | New Partnership Development  | * Communication with existing and potential donors/development partners.
* Ensure that the due-diligence process to assess potential partners is completed in accordance with MJF policies and principles
* Assist the team in Partner Selection process.
* Carry out assessment visits to potential grantees
* Support the grant making process, ensuring efficiency, effectiveness and adherence to MJF’s grant making principles
* Support grant development and negotiation prior to the signing of grant agreements with grantees
* Support preparation of documentation for recommendations to MJF management
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| 3. | Partnership Management | * Supervise grant implementation by grantees
* Manage the regular monitoring of grant implementation
* Manage reporting on the grants
* Accompany grant implementation by grantees
* Support the regular monitoring of grant implementation
* Carry out assessment visits of grantees
* Support reporting on the grants
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| 4. | Program monitoring  | * Ensure regular field visit for progress monitoring of the grantees
* Identify gaps and supervise provision of necessary feedback to grantees
* Ensure the tracking of progress towards achieving objectives and make necessary adjustments
* Adjust goals and activities in the light of lessons learned
* Prepare and adapt plans as necessary
* Liaison with Donor and MJF M&E test hypotheses and approaches
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| 5.  | Budget Management | * Support budget planning, monitoring, review and revision processes
* Approve expenditures in line with budget for partners
* Ensure correct use of program funds
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| 6. | Reporting and documentation | * Establish systems for accessing and preserving all relevant documents
* Finalise field visit reports and share findings with respective authorities
* Ensure high quality reporting regarding program implementation
* Coordinate the monitoring plan and preparation of monitoring report
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| 7. | Representation, communication and networking | * Regular communication and coordination with grantees
* Support communication and networking with relevant organizations
* Support knowledge sharing with all relevant sectors regarding Youth and Development
* Share and disseminate information within the organization.
* Develop functional network with state and non-state actors.
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| 8. | Capacity building and advocacy | * Provide capacity development support to the grantees and other relevant agencies on project related issues
* Assist grantees to facilitate local and national level advocacy development issues
* Support partner to prepare effective IEC and BCC materials
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| 9. | Others | * Any other assignment given by the supervisor or MJF Management.
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## Authority

Reports to the Director Program

## Key Contacts and Relationship

 Executive Director, All Directors, All coordinators and others as appropriate.

**Working Conditions:**

Based in Dhaka with 30% travel outside Dhaka in Bangladesh

**Qualifications, Experience and Skills:**

1. Masters in Social Science or any relevant discipline is the minimum qualification.
2. Demonstrable fluent written and spoken English and Bangla.
3. Experience of team management in multi donor funded organisational structures.
4. Understanding, experiences, knowledge of Resource Mobilization, Partnership Development and Management.
5. Specific knowledge on Social Cohesion focused Program including Preventing Violent Extremism.
6. Experience of managing development programme at least 15 years including planning, approval of expenditure and budget management, report writing, M&E. Experience of starting up a new programme will be an advantage.
7. Strategic Leadership skill for team management and exposure of MJF profile.
8. Attention to detail and ability to manage priorities and respect deadlines.
9. Adaptable, innovative, problem-solver and a quick learner.
10. Good understanding of Political, Cultural and Social issues, Education systems, Sports and Culture, gender, community mobilization, networking with government, NGOs and donors.
11. Ability to manage process effectively, and to work under pressure and maintain strict deadlines.
12. Computer skill on MS Word, Excel, internet utilities and social media.
13. Experience in training/workshop facilitation.
14. Excellent interpersonal communication skill and ability to work independently but also as part of a team.
15. Holding a pluralistic and inclusive moral value to promote social harmony.

Incumbents Signature: Date:

Supervisor’s Signature: Date: