**MANUSHER JONNO FOUNDATION**

**Job Description**

Employee Name : Job Title: DPM -Climate Change

Programme Theme : Climate Change (SIDA Project)

Supervisor : Programme Coordinator

Date of Employment :

**Introduction:**

MJF provides funding and capacity building support to organizations working on critical issues related to human rights and governance. MJF works in partnership with different stakeholders such as civil society organizations, NGOs, CBOs, government, private sector, research organizations etc. MJF, through its partners assists in building capacity of poor and marginalized groups for the fulfillment of their basic and fundamental rights and entitlements and raise voice against all violations. MJF works with duty bearers to ensure their responsiveness and accountability towards these groups.

**Job Summary:**

Deputy Program Manager-(Climate Change) is responsible for providing support and information to the management to make decisions regarding partnership projects on Climate Change Adaptation. DPM is also responsible to provide support to the partner organization to implement the project activities at field level. He/she is responsible to select the partner organization and train them for their capacity development. He/she is responsible to monitor the partner activities on Climate changes issue.

The DPM will be in constant touch with the partner organizations and will provide feedback on program planning, monitoring and technical support and strengthening networking among them. The DPM is responsible for report preparation and dissemination of the best practices in implementing programs. He/she 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.

The DPM is expected to have a good knowledge on climate change regime nationally, internationally, and regionally including all significant developments, progress and best practices and give technical input to the sub-grantees to replicate the best practice.

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| **SL** | **Responsibilities** | **Tasks** |
| 1. | Support the team in planning for organizational development of partner NGOs/platform/organization | * Acts as the contact person for climate change partners under SIDA project
* Establish communication among partner organizations and identify the exact need for their development.
* Development a plan with the participation of organizations to fulfill their need.
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| 2. | Organize and coordinate activities of program planning and implementation for the local level organizations | * Support thematic areas in establishing linkages with organizations and institutions working on climate change and human rights issues
* Support/Assist team and partners in establishing linkages with Government institutions in necessary cases.

Develop a database of the resources which can be targeted to the program. Keep liaison with all key stakeholders to carry our Climate Change campaign and advocacy initiatives. * Arrange and facilitate workshops and meetings as per program requirement. Prepare reports on various events.
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| 3. | Monitoring of program implementation of local level organizations. | * Assist director/programme coordinator in mapping out of different actors vis-à-vis projects in order to identify spaces/gaps and support the CC team and the project initiatives to address the gaps.
* Keep informed of significant developments and best practices in Bangladesh
* Establish and maintain contacts with key actors and make use of available resources for gathering and distributing key information.
* Support the director/ programme coordinator in designing monitoring framework for the sub-grantees.
* Establish a monitoring system for the program implementation of participatory organizations.
* Provide feedback to partners on continues process and monitor progress of development.
* Develop a reporting system for capturing the monitoring system.
* Maintain liaison with the M&E unit and get their assistance to establish the system.
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| 4. | Establish networking and linkage | * Conduct action research and replicate the learning among Climate change partners and conduct reflection sessions with relevant stakeholders and partners.
* Start networking with the relevant stakeholders to inform about the initiative.
* Involve the Coordinator- Media and Communication for the dissemination of achievements.
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| 5. | Reporting & documentation | * Produce monthly reports as required by the monitoring and evaluation systems.
* Assist the partner organizations in documenting their process as well as assist MJ team to share field level experience with other actors who are working in the field of climate change.
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| 6 | Miscellaneous | * Any other work instructed by the management
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**Authority**

Reports to Programme Coordinator

**Key Contracts and relationship:**

All Directors, Coordinators, Program Manager, Manager Grants Control and others members of MJF as appropriate.

**Working Conditions:**

Based in Dhaka with 60% travel outside Dhaka in Bangladesh

**Qualifications:**

**Qualification and Experience:** The incumbent must have:

1. Masters in climate change/disaster management/environmental science or any relevant discipline related to climate change and disaster risk reduction
2. Minimum 08 years’ of working experience in development sector of which at least 3 years in management position related to climate change adaptation, disaster risk reduction, early warning and preparedness, integration of climate change in agriculture and rural/urban development etc;
3. Proven experience on designing, budgeting, monitoring and managing partnership projects on climate change adaptation and disaster risk reduction;
4. Demonstrable understanding, experiences, knowledge of General development and specific on rights based approach;
5. Good understanding of gender
6. Excellent skill in advocacy and influencing; and drive for achieving results;
7. Ability to manage process effectively, and to work under pressure and maintain strict deadlines.
8. Strong communication skills, with excellent written and spoken English and Bangla and also computer skill on MS Word, Excel;
9. Experience in training/workshop facilitation;
10. Excellent interpersonal communication skill and ability to work on a team.

Incumbents Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Supervisor’s Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: