**MANUSHER JONNO FOUNDATION**

**Job Description**

**Job Title:** Deputy Program Manager (Capacity Development and Knowledge Management)

**Job Responsibilities:**

The Deputy Programme Manager (Capacity Development and Knowledge Management) is responsible for capacity development of the partner organizations and knowledge management of assigned projects.

**Capacity Development:** S/he will provide necessary support/ information to partner organizations for developing their capacity in terms of project implementation and organizational development. S/he will develop capacity-building plan based on partners’ need assessment. S/he will also be responsible to organize/arrange different events according to plan. S/he will assist the Capacity Development unit in planning and implementation of the CD strategies of MJF. S/he will identify the advocacy issues and will plan and implement different advocacy campaign. S/he will assist the CD team in smooth operation of the training centers of MJF.

**Knowledge Management:** The incumbent will be responsible for supporting the development and implementation of the knowledge management strategy efforts of the assigned project. S/he will develop an operational knowledge management system in which relevant data, information and knowledge on assigned project and issues are systematically captured, analyzed and organized and disseminated internally and externally to partners, donors, media, academics and other stakeholders as appropriate. S/he will collaborate with programme staff to package research findings, share relevant technical information and create knowledge materials/products in relevant areas. S/he will participate in analyzing and synthesizing research findings and programme experiences and will assist in the documentation of successful practices. S/he will facilitate, through multiple channels, mechanisms, and technology, effective processes, systems and tools to share knowledge.

|  |  |  |
| --- | --- | --- |
| **SL** | **Responsibilities** | **Tasks** |
| 1 | Capacity Development for downstream partners | * Develop tools for capacity assessment
* Conduct periodic assessment to find the needs for development
* Prepare action plan for CD Unit
* Prepare module and Initiate to organize sessions as per the action plan
* Follow up that the sessions are on-going as per plan
* Review and revised the action plan as and when necessary
* Conduct assessment of the conducted session
* Prepare action plan for future based on the experience
 |
| 2. | Knowledge Management  | * Documentation of Program Generated Knowledge and Lessons
* Networking, linkage and knowledge management
* Sharing of Knowledge and Lessons
* Knowledge management among the project team. Linking the best practices of the partners to other wider audiences and innovative ideas to the partners.
* To have analytical skill and research knowledge for understanding of the prevailing situation and programming.
* Design a process and tools to be used in documenting lessons by project and PNGO staff.
* Takes charge of finalizing reports and knowledge products generated in a format consistent with intended audience.
* Manage the production of high quality “publishable” materials on a regular basis.
* Determine key tools, forums and audiences for MJF generated knowledge.
 |
| 5. | Reporting and Documentation | * Preserve all relevant documents
* Prepare report and support sharing findings as appropriate.
* Support the production of reports regarding program implementation
* Support coordination and preparation of the monitoring plan and report
 |
| 6. | Liaison and coordination | * Provide strategic suggestions to the Supervisor in coordination with relevant department for setting an effective action plan to establish a KM process.
* Maintain a network of relevant practitioners from donors and PNGOs with whom information is frequently exchanged.
 |
| 7. | Advocacy and Campaign | * Maintain a thorough understanding and interpretation of the external environment in which MJF campaigns
* Strong commitment to continuing professional development and be up to date with current campaigning techniques, adjusting the strategic direction of the campaign as appropriate.
* Keep abreast of current issues, actors and initiatives on national and international development initiatives in the field of violence against women, gender gap to face challenges.
* Maintain state of knowledge and information on initiatives related to gender based violence, climate change, gender gap, governance, human rights and capacity building,
 |
| 8. | Others | * Any other assignment given by the supervisor or MJF Management.
 |

**Reporting Authority**

Report to Coordinator

**Key Contacts and relationship:**

Executive Director, Directors, Advisor, Program Coordinator, Monitoring & Evaluation Unit, Finance & Admin Unit, Head and others members of MJF as appropriate.

**Working Conditions:**

Based in Dhaka with frequent travel to different parts of Bangladesh

**Qualifications:**

1. Must have Masters in Social Science or any relevant discipline.
2. At least 8 years’ experience in capacity development and knowledge management on Human rights & Governance.
3. Good understanding of capacity development and knowledge management issues, gender, community mobilization, networking with government, NGOs and donors.
4. Ability to manage process effectively, and to work under pressure and maintain strict deadlines.
5. Expertise for training need assessment, preparing/review training manuals, content development and report writing.
6. Having computer skill on MS Word, Excel sheet analysis, PowerPoint and web page management and internet utilities.
7. Experience in training/workshop facilitation, preferably on Gender, GBV and resilience to climate change and human rights
8. Encourage the staff and partners to share knowledge effectively and efficiently
9. Utilize the knowledge-based resources and design a training module for the staff and Partners to help them access the knowledge management tools
10. Manage the current knowledge management practices as well as design new knowledge distribution
11. Demonstrable fluency in both written and spoken in English & Bangla
12. Holding a pluralistic and inclusive moral value to promote social harmony.
13. Excellent interpersonal communication skill and ability to work independently but also as part of a team.