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| Job Title: | Technical Coordinator – Gender and Community Mobilisation |
| Location: | Dhaka, Bangladesh |
| Reporting to: | Project Director (LEAN) |

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**Project and Consortium**

The Leadership to Ensure Adequate Nutrition (LEAN) project aims to improve maternal and child nutrition in the remote Chittagong Hill Tracts of Southeastern Bangladesh through a consortium of six partners led by United Purpose (UP). The project aims to break the perpetual cycle of undernutrition in 18 selected Upazilias under the Districts of Rangamati, Bandarban, and Khagrachari in the Chittagong Hill Tracts. The project funded by the European Commission (EC) will work to improve maternal and child nutrition for 282,000 pregnant and lactating women, children under 5 and adolescent girls by providing holistic, nutrition-sensitive and nutrition-specific livelihoods models to diversify diets and income for the most vulnerable whilst working with local, district and national government to promote nutrition-sensitive governance at all levels. The specific objective of the Project is “to create an enabling environment for improved and sustained pro-poor nutrition security service delivery and awareness will address the institutional determinants of undernutrition in the CHT which include the political and policy framework for nutrition, and the coordination and service delivery structures”.

**About the Role**

The position is to provide technical support to the LEAN project and to lead on the development of a Gender and Community Mobilisation Strategy and guidelines, ensuring gender is effectively integrated into the design and implementation of the project. Oversee the design of all training modules and materials on Nutrition, Livelihoods, and Gender. Under the strategic direction of the Project Director this position will provide ongoing support.

**Key Duties and Responsibilities**

The Technical Coordinator – Gender & Community Mobilization – will play a key role in ensuring communication and training modules and materials are developed for the project. She/he/they will assist the Project Director in all aspect to achieve the project’s goals and objectives. The duties and responsibilities are as follows:

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| **Overall purpose:**1. Lead and manage the District-level team to implement the LEAN nutrition governance project
2. Oversee progress and monitor programmatic intervention and learning
3. Oversee financial management of the project at the District level to ensure accountability, compliance, value for money and reporting is achieved
4. Support relevant team members in advocacy efforts representing both the project and organisation at national events, workshops and conferences
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| **Tasks and Responsibilities:**1. **Technical Assistance**
* Assist Line Manager in developing action plans in accordance with project objectives and goals through tangible actions within set timeframes
* Ensure that all actions are carried out within an approved budget in close communication with Assistant Technical Coordinators at District level
* Assist Line Manager in overseeing project procurement management
* Facilitate the process of behavior mapping at the community level and identify common barriers during community mobilization
* Work closely with implementing partners, community groups and local service providers to improve social mobilization
* Develop, implement and monitor a comprehensive community mobilization plan
* Organize meetings and discussion sessions with community representatives and Local Service Providers (LSP)
* Organize training for Community Mobilizers, monitor their activity, and provide feedback on a day-to-day basis to ensure effective community mobilization at household level
* Create a coordination mechanism
* Develop and submit weekly narrative reports and challenges encountered
1. **Content Development**
* Development communication and training modules and materials
* Develop Gender and Community Mobilisation Strategy guidelines for effective implementation of the project
* Create and maintain comprehensive project documentation, plans, and reports
* Plan content for IEC materials, disseminate and monitor their utilization and provide periodic updates
1. **Communication**
* Liaise with Government, relevant Ministries, partner organisations, communities and other relevant stakeholders
1. **Information Management**
* Assist in developing a systematic database to store information of the local community
* Record periodic updates of the community
* Create a coordination mechanism
1. **Other**
* Any additional tasks assigned by the Supervisor that may be within the scope of the position to ensure the effective delivery and development of the project
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| **Job Requirements** |
| **Skills:*** Professional and clear written and oral communication skills both in English & Bangla.
* Depth knowledge on program aspect, Finance & Administration, Monitoring & Evaluation.
* Good command on MS-Office (MS word, Excel, Power Point etc.)
* Strong background in leadership, community engagement and relationship building.
* Excellent networking, communication, negotiation and interpersonal skills.
* Strong Analytical and Report-writing skills.
* Ability to handle financial issues with relevant concerns.
* Ability to work effectively with people from diverse backgrounds
* Ability to work independently and in a team
* Excellent public speaking and facilitation skills
* Ability to work a flexible work schedule
* Willingness to travel to, and work in, remote areas for extended periods of time
* Highly motivated, self -starter, ability to work under pressure with minimum supervision
* Supportive and committed to work for vulnerable groups, Values oriented and Gender sensitive.

**Educational Qualification:** Masters in relevant field from a reputed recognized University.**Work Experience:**At least 7 years’ working experience in the same or equivalent position in the field of social development, gender and/or community mobilisation. Experience within a national or international organization essential with a high standard of IEC material, training module and guideline development skills. |

United Purpose (consortium lead) has a Safeguarding Children and Vulnerable Adults Policy, which reflects our commitment to protecting the people with whom we work. All candidates will be expected to comply with this policy and its procedures.

Potential candidates that meet the above requirements are requested to send CV, along with a cover letter mentioning present and expected salary per month to the Country Director, United Purpose Bangladesh, by email only to:**upb.recruitment@united-purpose.org** **on or before** **4:30pm 10th September 2018**. **Please write the position applied for subject line in the e-mail. Employment is subject to funding.**

**(Female candidates are strongly encouraged to apply)**