**Job Profile**

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| JOB TITLE | Program Officer |
| GROUP | International |
| TEAM | Bangladesh-Asia |
| LOCATION | Dhaka, Bangladesh |
| RESPONSIBLE TO | Program Manager |

**Part 1 – Job description**

1. **Main purpose of the job**

The Program Officer is responsible for working with the Program Manager in Bangladesh Country Office to provide technical support for Economic & Environmental Sustainability (EES), Climate Change and resilient livelihood programming. The respective Officer will be assisting Program Manager and Country Director for coordinating and strengthening Tearfund’s EES & resilience strategy at a central level and field level. He/she will have a responsibility to ensure Tearfund partners in designing and monitoring projects, focused on economic & environment development and building community resilience with various resilience sectors such as smart adaptation to climate change, alternative livelihoods, DRR governance, economic empowerment, etc. He/she will also provide technical support to other Tearfund projects as part of a cross-cutting priority on resilience.

1. **Position in organisation**
   * Reports to: Program Manager
   * Matrix Line Reports to: N/A
   * Direct Reports: No
2. **Organisational requirements**
   * All staff are expected to live out Tearfund’s values as they represent Tearfund externally
   * All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team’s overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
   * All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.
3. **Duties & Key Responsibilities**

**4.1 Country & Thematic Strategy**

* Support Country Director and Program Manager in carrying out and periodically reviewing the Country Strategy, which includes EES and Resilience work.
* Work with Country Director to ensure EES is mainstreamed into all Tearfund’s programming in addition to exclusive EES programmes and projects.
* Ensure Tearfund’s purpose, values, and the programme objectives are communicated amongst project staff and partners, and facilitate input from project staff and partners in the strategic planning process.

**4.2 Programme Implementation**

* Act as the key focal person for Tearfund’s projects and initiatives related to EES, disaster preparedness and resilience programming. Resilience programming includes, but is not limited to: CBDRR, DRR and Climate Change initiatives, mitigation measures, resilient livelihoods, DRR Governance and other environmental and economic sustainability programming
* Liaise with Logistics, Finance, Programme, DMEAL and other departments as appropriate to support the implementation of all resilience programming
* Assist Tearfund staff in designing and writing of new project proposals focused on resilience programming; provide reviews of all reports from resilience programming
* Working closely with DMEAL Officer to monitor and evaluate activities and outcomes from EES and resilience programming; work with DMEAL Officer to ensure an evidence-based approach to Tearfund’s EES and resilience programming.
* Support Programme Manager and GIC in donor proposal development for securing funding for EES programming
* Conduct high quality assessments, especially using templates adopted and designed by Tearfund such as EES practical guide, CEDRA, PADR, etc. Ensure the information of baseline, mid-term evaluation, end line evaluation is analysed, especially in regards to resilience characteristics
* Support to the partners to ensure effective management and timely implementation of work plans and budgets for all EES and resilience-related programming
* Promote resilience as a cross-cutting theme across all of Tearfund’s projects, when relevant
* Promote the localisation agenda amongst local government bodies, civil society actors and stakeholders including the private sector in order to create an enabling environment for effective and principled humanitarian responses.
* Actively engage with other actors currently implementing EES and resilience projects to ensure coordination and harmonisation of approaches where appropriate.
* Support the PM & CD to monitor the humanitarian situation in the country and communicate with partners to get updates from working project areas

**4.3 Humanitarian Coordination**

* Provide support to the PM & CD in responding to small and medium level emergencies and humanitarian crises
* Coordinate with Response Manager and Asia cluster for new medium and mega emergencies and help to roll out the response
* Support in developing Situation Reports
* Provide technical support for humanitarian response work for Tearfund Bangladesh Country office and well as to the partners of Tearfund

**4.4 Training and Capacity Building**

* Facilitate the meetings, training events, workshops and any coordination events as and when required related to resilience
* Identify capacity needs and conduct EES capacity building activities in local communities, partners and Tearfund teams
* Develop the training and capacity building plans for local partners, facilitate roll out of trainings and integration of trained members into disaster risk management committee local government level

**4.5 Learning**

* Serves as an EES learning focal point to partners of Tearfund Bangladesh and contributes to the cluster level learning plan in EES in coordination with Global EES advisor and Disaster Management Lead
* Compile case studies, lessons learned and knowledge products in coordination with monitoring and accountability officers, stimulate sharing of the lessons and knowledge between partners' projects
* Assist the Country office, Asia cluster and Global DRR in conducting learning, dissemination and knowledge management workshops

**4.6 Corporate Policy, Compliance and Quality Standards**

* Promote understanding and compliance amongst staff to security and health policies, ensuring accidents or potential incidents are recorded.
* In conjunction with the Finance Officer, ensure project financial management is in accordance with Tearfund financial systems and policies.
* In conjunction with the Logistics Officer, ensure logistics systems are understood (procurement, transport, storage, communications, estate / building management, asset management etc.) by project staff.
* Work closely with country team and partners to ensure the EES or Resilience  component activities are designed, implemented, monitored and evaluated at the quality standards required by Tearfund and donors
* Ensure implementation of Tearfund’s Quality Standards/EES implementation guideline for EES activities
* Promote Disaster Risk Reduction standard with partner & project and facilitate implementation of other relevant codes of good practice and humanitarian standards

**4.7 External Representation**

* Seek to build positive local working relationships with local communities, district and local government officials, UN and where appropriate, donor representatives, working independently and with other agencies to build local community acceptance of Tearfund and other humanitarian agencies
* Build the capacities of selected local Tearfund partner organisations by providing advice/assistance in coordination with the Country Director.
* Assist in developing collaborative programmes with Integral Alliance, other agencies and national partners in accordance with country strategy.
* As required to attend relevant coordination meetings, CoPs, workshops and  conferences as assigned by the Programme Manager and Country Director and keep informed of sector developments and key initiatives.

**Part 2 – Person specification**

**Job title:**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | * Bachelor  Degree and/or equivalent in a relevant field such as social sciences or development studies; or equivalent level of professional experience and competence | * Master’s level education in Environment or Disaster Risk Management |
| **Experience** | * 5 years of experience in Resilient Livelihood, DRR, Organic farming, community group management or similar position is required. * Experience in implementing Community based Disaster Risk Reduction /Management projects at community level. * Climate Change/Risk Management, Vulnerable Livelihoods and Food Security will be an asset * Experience in facilitating training and capacity building * Practical knowledge of Disability, Gender and Social Inclusion * Experience of Project management, budget planning, DMEAL and managing and capacity building of local partners. * NGO/INGO experience in similar areas * Knowledge of national and international humanitarian and DRR architecture and coordination mechanism. * Knowledge of Environment Management, Solid Waste Management, Circular Economy will be an added advantage * Familiarity with CHS, Sphere and IRC code of conduct on Emergency response. | * Knowledge and understanding of local communities and customary Rules * Knowledge and experience in economic sustainability programmes that generates real incomes for people. * Familiarity PADR/PCVA; CEDRA/NAPA; Mainstreaming DRR/CCA, Gender and Disabilities in development, * Resilience monitoring * Participatory Planning Process * Knowledge of National and Local DRR governance tools such DRRM Act, Policy etc. * Experience in Humanitarian response * Clarity on national strategic plan (Eight Fifth Year plan) |
| **Skills/Abilities** | * Respect for people with special needs and other vulnerable groups. * Excellent interpersonal skills * Analytical and problem solving skills * Excellent English and Bengali written and verbal communication skills * Computer literate (word/excel, Power-point) * Organisational Development skills * Negotiation and representation skills * Leadership | * Quick understanding of the local context and responding tactfully |
| **Personal Qualities** | * Team player * Understanding and sensitivity to cross cultural issues * Flexible and adaptable to ever changing environments * Ability to remain calm under pressure * Strong organisational skills * Willingness to travel and live in basic conditions * Ability to deal well with local authorities and governmental processes. | * National planning cycles and priority areas, * Food Security Monitoring System in Bangladesh |
| **OTHER COMMENTS:** Minimum 40% Travel Required (National and International) | | |