**Concern Worldwide Bangladesh**

**JOB DESCRIPTION**

**DEPUTY DIRECTOR - PROGRAMME IMPLEMENTATION AND IMPACT**

Concern Worldwide is an international humanitarian organisation dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world’s poorest countries. Concern started working with the people of Bangladesh in 1972 by extending its support after the devastating cyclone of 1970. Since then, Concern Worldwide has been working to address extreme poverty in the most vulnerable communities of the country by implementing needs based, innovative humanitarian and development projects.

Concern is a dual mandate organisation, meaning we have an obligation to respond to emergencies and we seek to address the underlying causes of poverty and vulnerability through longer-term work. We are driven by an organisational culture, encapsulated in our identity, vision and mission.

In Bangladesh, Concern Worldwide works jointly with Non-Government Organisations (NGOs), Civil Society Organizations (CSOs), different government departments, the private sectors and other key stakeholders to ensure the sustainable changes in the lives of the people living in conditions of extreme poverty. Concern’s overall objective for the period 2022 to 2026 is to bring sustainable, positive changes in the lives of people living in extreme poverty in Bangladesh. Currently Concern is working across 10 districts, in collaboration with 13 local and national NGOs and research institution, on cross-cutting issues of health and nutrition, climate resilience and Disaster Risk Reduction (DRR), including climate resilient livelihoods, graduation (in urban context). The overall objective is to strengthen capacities of local institutions, including community-based organizations, and systems for long-term and positive impact.

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| **Job Title:** | **Deputy Director Programme Implementation and Impact** |
| **Job Location:** | Head Office, Dhaka, with frequent travel to project areas |
| **Reports to:** | Programme Director |
| **Staff Management** | This position will directly Manage 05 Program Managers and work in close collaboration with technical advisors in Health and Nutrition, M&E, Advocacy, Gender and Inclusion, Communications and with other support departments. |
| **Contract details:** | Two year contract with potential for renewal |

**Job purpose:** The Deputy Director of Programme Implementation & Impact is responsible for ensuring effective and efficient management of Concern’s long term development and humanitarian programmes (expect Concern’s Rohingya Response Programme in Cox Bazar to a high standard, including management of donor grants, partnerships and contributing to advocacy efforts to address extreme poverty and inequality.

**Main duties & responsibilities:**

**Ensure the delivery of high quality programmes**

* Ensure the delivery of high quality programmes, whilst optimising use of financial, human and material resources
* Take responsibility for oversight of all assigned grants for the Bangladesh programme adhering to the reporting and proposal commitments from a donor compliance perspective, including oversight of budget utilization ensuring quality and consistent spending.
* Ensuring effective monitoring, evaluation and learning frameworks are in place for all programme projects and activities incorporating technical support from MEAL Unit where required; ensuring continual actions for learning and improvement are incorporated within projects.
* Lead the monthly Grants Review Meetings (GRMs). As part of this, working closely with the finance team, regularly track expenditure and monitor variances, including currency gains or losses, on programme budget/expenditure reports against budget forecasts and work with Project Managers to revise projections and put in place required action plans in timely manner to minimise risks of under/over spending. . Ensure GRMs are action-oriented, with clear timelines and responsibilities, and monitor the changes and impact.
* Ensure PMs are regularly maintaining the reporting schedule and grants management system (GMS), ensuring timely, quality and accurate reporting both internally and to donors, whilst also ensuring good record keeping, filing of donor reports and other finalised reports in the GMS platform.

Work closely with DD-PQD, MEAL Advisor, Gender and Communications Coordinator to ensure projects properly plan and monitor the progress through annual MEAL, communications, GDI and advocacy plans, including support needed from technical advisors (in-country and SAL advisors).

* Lead in the organisation of grant opening, and grant closure meetings in a timely manner.
* Liaise with programme staff to ensure that all deliverables are completed within the grant period and that all budget revisions are carried out in time and in line with donor regulations.
* Ensure that Concern Worldwide administrative, financial and resource management policies and regulation are understood, implemented and followed by all staff and partners working in the programme.
* Taking the initiative to question unusual transactions; variations from established procedures or any practices which do not demonstrate transparency and accountability.
* Work with the Internal Auditor and PMs to identify and mitigate risk across all programmes through regular update of the risk register.

**Develop and Maintain Effective Partnerships**

* Ensuring effective and transparent relationships with other partners, including careful identification, systematic selection, supportive capacity building and long term exit strategies which add value at project and programme level.
* Ensure all PMs are fully trained on the principles of partnership, partnership management, including the CILPAT.
* Support all PMs to complete the assigned partners CILPAT on time and develop the joint Action Plan. In collaboration with the Partnership Advisor and PMs, ensure the CILPAT Action Plan is implemented as per an agreed timeline and there is visible changes in partners’ capacity.
* Conduct annual partnership reviews and adjust the joint action plans as needed.
* Coordinate with the PMs, and Grants and Partnership Manager to ensure partnership agreements are clearly defined, aligned to organisational policies and both Concern and partners are compliant and ensure project ownership by partners.
* Work across systems, finance, programmes to ensure capacity development support, including trainings, identified in CILPAT Action Plan are delivered on time and quality ensured.
* Work in close coordination with the Internal Auditor and the Partnership and Grants Manager to ensure all findings and recommendations from partner audits and financial monitoring visits are tracked and closed in a timely manner. Take pro-active measures to address any programme, finance or compliance issues from these partner monitoring visits. Collaborate with relevant department heads (finance, systems and programme) as needed.
* Regularly update the Partnership Tracker.
* Work in close coordination with all PMs and the Government Relations and Compliance Advisor to ensure all NGO Affairs Bureau (NGOAB) requirements are met.
* Ensure programme staff and partners are trained in emergency preparedness and response and partners have their own PEER plans in place. For this, work in close coordination and collaboration with the Humanitarian Programme Advisor and PD.

**Contribute to the delivery of the Country Strategic Plan**

* Ensure the Programme Managers are aware of the CSP KPIs they are directly contributing to and support them in the delivery of this, ensure reporting to PD/CD bi-annually.
* Work in close collaboration with the PD and the Deputy Director Programme Quality & Business Development to design proposals, including contextual analysis, needs assessments, partners’ mapping and proposal writing. All programmes developed should include innovative approaches, incorporate current best practices and learning from Concern’s prior experience, relevant technical experts and follow Concern Worldwide’s strategic direction and programme policy framework.
* Lead PMs in embedding How Concern Understands Extreme Poverty, key organisational sectorial strategies and the Cross-Cutting Checklist to ensure into all our programmes.
* Work with the Advocacy Advisor to develop annual programmatic advocacy plans with clear advocacy asks, stakeholders mapping, strategies, deliverables and budget for these. Ensuring that advocacy issues which offer the greatest potential for change are identified from within the programme and ensuring partners’ engagement and ownership.
* Coordinate (with the PMs and Deputy Director of Programme Quality and Business Development, MEAL Unit, Humanitarian Programme Advisor, Communications, Gender the documentation of high-quality case studies, programme research, enabling the integration of ‘lessons learnt’ and evidence in programme reporting, learning, advocacy and new business development.
* Actively participate in any emergency response if called upon to do so (within the existing programme area or in a new one).

**People Management**

* Manage the assigned PMs and any technical staff (contributing to their capacity building and career development through technical support and on-the-job training and coaching, including a thorough induction at the start of their contract.
* Ensure that they have accurate job descriptions and that they fully understand their roles and what is expected of them by setting SMART objectives.
* Ensure that they are aware of and comply with all of Concern’s policies and procedures including Code of Conduct and Associated Policies.
* Monitor and review performance of these staff by conducting regular and quality PDRs and hold them accountable for meeting their success criteria; give corrective feedback where required and take decisive action in the case of poor performance. Engage the PD, if needed.
* Ensure, where line management is applicable, that these staff meet the requirements above for each of their team members.
* Ensure that work within the team(s) is planned and organised in a way which will meet the organisation’s needs in the most cost effective manner possible; ensuring that team members are given appropriate workloads and are working efficiently. Conduct regular check-ins with PMs to understand the work load, efficiency and cross-department support.
* Work to instil a sense of responsibility, accountability and pride in programme excellence within the team.

**Accountability and Safeguarding**

In line with Concern’s commitments under the Core Humanitarian Standard (CHS):

* actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E);
* Ensure the highest standards of accountability through ensuring good communication and information sharing within and outside the programme and enabling staff, beneficiary and other stakeholder participation at all stages of the project cycle.
* Comply with all of Concern’s policies and procedures (P4, Safeguarding, finance, logistics, HR, security management etc.).
* Work with relevant colleagues to ensure that the Complaints and Response Mechanism (CRM) is functional and accessible, that feedback and complaints are welcomed and addressed;
* Work with relevant colleagues and partner staff to ensure that information about CHS, CRM, safeguarding and required staff behaviour is disseminated among programme participants and communities. Ensure partners fully understand and integrate safeguarding and CRM in programming and provide additional support, as per need, for further organizational development.
* **Person Specifications:**
* **Essential Qualifications & Experience**
* Master’s Degree in social science or relevant discipline from reputed universities in country or from abroad
* Job related experience and knowledge:
* At least 10 years of progressively responsible professional work experience, including at least 3 years in a similar role, at senior level in programme designing, management, monitoring, and evaluation, within an International NGO.
* Proven track record in project designing; proposal writings and fundraising especially on cross-cutting issues of poverty reduction, climate change, health & nutrition, gender and youth engagement. .
* Knowledge and experience of latest developments in urban areas would be an advantage.
* Experience of working with partners and working/managing consortium or multi-partner development projects.
* Experience of engaging in design, development and implementation of partnership, advocacy and MEAL strategies for impactful programming.
* Experience of managing team of diverse senior staff.
* Proven ability to conceptualize and develop programmes in Bangladesh.
* Experience in networking and liaison with GoB and NGOs and strong networking skill with different donors.
* International experience would be an advantage.

Competencies

Essential Character:

• Results Orientation

• Strategic Thinking

• Effective Communication

• Conceptual Thinking

• Development Orientation

Essential Skills:

• Leadership

• Planning & Organising

• Problem Solving and Decision Making

• Excellent English Language (both written and spoken)

• Relationship Building Preferred competencies:

• Independent Thinking

• Campaigning and Influencing Skills

• Writing & Research skills

• Information Technology (MS Office, Internet)

• Coaching

***Concern Code of Conduct and its Associated Safeguarding Policies***

*Concern has an organisational* ***Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy.*** *These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the* ***highest standards in the day-to-day conduct in their workplace in accordance with Concern’s core values and mission****. Any candidate offered a job with Concern Worldwide will be expected to* ***sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment****. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the* ***safeguarding*** *and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with*

*vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including* ***criminal background checking.***

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| Line Manager’s name | Signature Signed |
| Date |
| Employee’s name | Signature |
| Date |