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| Assistant Program manager |
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**JOB DESCRIPTION**

**Concern Worldwide Bangladesh**

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.

In Bangladesh, Concern Worldwide works jointly with non-governmental organisations (NGOs), Civil Society Organizations (CSOs), different government departments, the private sector and other key stakeholders to ensure the sustainable changes in the lives of the extreme poor.

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| **Job Title:** | **Assistant Programme Manager** |
| **Exact Job Location:** | Cox’s Bazar |
| **Reports to:** | Nutrition Programme Manager |
| **Contract Details** |  |

**Job purpose:** The Assistant Program Manager will be responsible to ensure quality implementation of Integrated Nutrition activities in the project areas with support from Nutrition Program Manager. He/she will lead the implementation of CMAM, IYCF, CMAMI and other key nutrition activities following the standard protocols. Along with this he/she will work on to develop the capacity building of project staffs and volunteers with proper advice and support from Nutrition Program Manager. Along with this the staff member will ensure required technical support in the field level. The Assistant Program Manager will support Program Manager for effective budget management, develop detailed project implementation and procurement plan. Monitoring and Supervision will be key responsibilities of this position to ensure delivery of high quality project activities. He/she will assist Program Manager to produce quality program report and proper documentation. He/she will represent Concern Worldwide in different sector coordination meetings and related coordination platforms. He/she will also maintain a close liaison with donor agencies and other departments of Concern worldwide. The position holder will be responsible for the general planning, oversight and coordination of the program as well as ensuring a strict adherence to quality.

**Main duties & responsibilities:**

**Technical Responsibilities:**

* To ensure quality and timely field level implementation of the nutrition programme against set objectives, targets, work plans, including monitoring against log frames, individual performance management work plans.
* Oversee the set-up of CMAMI/OTP/TSFP/BSFP/IYCF-E sites in camps and Mother Care Group (MCG) activities at the community level.
* Monitor the delivery of the nutrition services as prescribed in the project proposal for the CMAM and IYCF/C-MAMI components including mainstreaming cross cutting issues for example gender, inclusion and accountability
* Support the Program Manager in the development and adaption of nutrition program job aides and IEC materials
* Work with MEAL team on beneficiary databases, and reporting tools, for smooth service delivery
* Identify training and capacity building needs for frontline staff and lead in preparation for and/or facilitation of the sessions as needed
* Mentor and coach the nutrition team on the program protocol and provide supportive supervision on CMAM, BSFP, IYCF, CMAMI, Care Groups, Male Engagement and the cross cutting themes relevant to the project. Support effective coordination and joint planning between all stakeholders in the camp towards achieving objectives, particularly ensuring strong linkages with IYCF activities
* Ensure that each member of the nutrition team fully understands the outcomes that are expected from them; supporting team members to work to the highest quality of standard possible.
* Represent Concern Worldwide in particular camps in relevant camp level coordination forums along with partners.

**Budget Management:**

* Support the Program Manager to ensure timely planning and efficient utilization of the programme budgets.
* Lead in planning for and utilizing training / capacity building budget lines.
* Work with the Supply Chain Team to ensure timely procurement project materials, tools and equipment for efficient nutrition service delivery.

**Reporting and Documentation Responsibilities:**

* Support Program Manager to timely prepare and submit high quality monthly, quarterly reports and other ad-hoc reports (quantitative and qualitative) as required. Ensure documentation of lessons learnt, case studies and best practices within the implementation of the CMAM program.
* Support and ensure that facility staff are maintaining standard documents as per agreement and project requirement.

**Coordination and Communication:**

* To play a key role as a person of contact between Concern and other stakeholders at all levels
* Participate in meetings, trainings and workshops for strengthening linkage of the nutrition programs to other sectors in the camps level.
* Maintain good coordination with both external and internal stakeholders to ensure smooth implementation of program activities.

**Monitoring and Evaluation:**

* Monitor and support supervision of nutrition team in the camps to ensure that the project activities are on tract.
* Ensure frequent and quality monitoring visit in the project areas and share the monitoring report along with improvement plan with Program Manager.
* Organize quarterly progress review meetings with project team to evaluate progress of the project and develop action plans
* Develop monitoring visit checklist and ensure that it is in practice.

**Other duties and responsibilities:**

* Ensure smooth supply chain for project needs through timely requisition and coordination with logistics team.
* Undertake other duties as may reasonably be assigned by the Line Manager.

**Accountability**

**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);
* 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 to ensure that information about CRM, safeguarding and expected staff behaviour is disseminated among programme participants and communities.

**Person specifications:**

* University Degree in Nutrition (Bachelor’s degree in Nutrition is mandatory and Master’s degree in Nutrition will add extra value).
* Around 3 years’ progressive experience in community nutrition programmes. Within that at least 1 year of experience in managerial role and 1 year experience in Rohingya Refugee programmes.
* Technical knowledge on Community management of acute malnutrition (CMAM) and IYCF programming at Rohingya Refugee context.
* Experience and knowledge about team management.
* Demonstrate ability to think and manage strategically, plan and meet deadlines
* Fluency in English, both written and verbal as well as Bangla.
* Proficient knowledge of standard computer software if possible.

**Key competencies:**

* Pro- active with an ability to think analytically, identifying opportunities and mechanisms to broaden programming.
* Results oriented.
* Capacity building and training facilitation skills.
* Excellent planning and organisational skills.
* Ability to problem solve and good decision making skills.
* Strong team player.
* Ability to work in challenging environments and strict deadline.

**Essential competencies:**

* Sound Computer skills (Microsoft office, Outlook etc.).
* Fluent in written and spoken English
* Excellent reporting and communication skills
* Ability to work in team, respect team decisions and support multi-cultural team members.
* Strong leadership qualities and willingness to exercise initiative and work independently.
* Must have a ‘hands on’, practical mentality, be self-driven and very self-motivated.
* Must be well organized.
* Very high attention to detail.
* Cultural and political sensitivity.

***Safeguarding at Concern: Code of Conduct and its Associated 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* |
| *Date*  |
| *Employee’s name*  | *Signature* |
| *Date*  |