

Job Title:	Programme Coordinator (Programme Development and Quality)
Reports to:	Programme Director
Terms:	<i>Fixed Term contract for two years Full time and Fully office based, Localised position</i>
Salary:	GB 06 (national position)
Location:	Dhaka, Bangladesh
Requirements:	<i>this position is based in Dhaka though frequent travel requirements both in country programme areas and outside of country</i>
About Concern:	Established in 1968, Concern is a non-profit, non-governmental humanitarian organisation, dedicated to the reduction of suffering and the ultimate elimination of extreme poverty in the world's poorest countries.

Concern's vision, our mission and our work are all defined by one goal – ending extreme poverty, whatever it takes. Concern strives for a world free from poverty, fear and oppression.

Our culture is values driven and we believe that our people are central to all that we do and are key to delivering on our goal of Reaching the Furthest Behind First. We are committed to ensuring a workplace where everybody feels valued and are enabled to succeed in their work and contribute to delivering on our mission.

Role Purpose:	You will report to the Programme Director (PD) and will lead the Business Development (fund raising) and Programme Quality team with direct supervision of the Health & Nutrition Advisor, Livelihoods and Market Systems Development Advisor, and Communications Coordinator. You will work closely with the Concern in country team both in Dhaka and Cox Bazar, Concern team in HQ (global technical SAL advisors, Fundraisers and Bangladesh Desk Officer) and Concern partners in Bangladesh.
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You will work in close coordination with the Programme Director (PD) to support the delivery of evidence based high quality programme designs, where learning is incorporated in programme design, and cross cutting issues including gender and protection, are systematically included. You will lead the development and delivery of the country funding and donor engagement strategy. You will also take lead in the coordination of Research activities, liaising with external consultants and head office technical experts.

Responsibilities:

Programme Development & Fund raising (Business Development)

- Lead on the completion of timely and high quality Contextual/Needs Analysis as per the Concern standard guidelines
- Lead on formulation and implementation of the country programme funding strategy, including conduct regular donor and partner mapping, preparing for donor engagement and intelligence gathering.
- Lead and coordination on concept note and proposal development processes; bring together the wider programmes team, partners and organisational fundraising focal points. Work closely with the Finance and System teams to input in the proposal budget development proposals.
- Work with the Programmes Director and technical advisors and coordinators to identify how new programmes can contribute to the delivery of the Country Strategic Plan (CSP).

- Lead completion of various pre-award management processes in Concern's Grants Management System (GMS), submission of concept note / proposal development pack to donors (following Concern's standard ways of working), communication and coordination with donor as well as internal stakeholders to address donor's feedback on the proposal pack.
- Provide advice and need based support to programme director on post award management specifically related to donor compliances

Programme Quality

- Direct supervision and strategic support to the technical advisors, and the wider programmes team to promote program quality as intended in the agreed programme proposal and Core Humanitarian Standards (CHS) throughout the full program cycle.
- Lead development of technical support plan at each project level as well as Country Strategic Plan (CSP) level; ensure the delivery of these plans through technical advisors, assess the effectiveness of the technical support and feedback to Programme director and wider implementation team at Concern and partner level; and ensure dissemination of learning.
- Support programme team towards increasing measurable knowledge and skills amongst Concern and partner staff on How Concern Understands Extreme Poverty, Concern's Approaches to Emergencies, and other relevant sectorial and cross-cutting interventions, strategies and policies.
- Compile recommendations from all research and evaluations and work with the Programme Director and the MEAL team to track the progress towards completion with the wider programmes team.

Knowledge & Information Management

- Work in close collaboration with the Communication's Coordinator to develop high quality capacity statements, fact sheets and videos that demonstrate Concern's work in Bangladesh.
- Promote a culture of shared learning across all programme locations and with colleagues in the region.
- Take initiative to provide trainings for Concern's team and partner NGOs on proposal development, report writing, and policy/strategy development.

People Management

- Manage the Health and Nutrition Advisor, Livelihoods and Market Systems Development Advisor, and Communications Coordinator 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 relevant Concern's policies and procedures.
- Monitor and review performance of these staff and hold them accountable for meeting their success criteria; give corrective feedback where required and take decisive action in the case of poor performance.
- Ensure, where line management is applicable, that these staff meet the requirements above for each of their team members.
- Work to instil a sense of responsibility, accountability and pride in programme excellence within the team.
- Actively participate in any emergency response if called upon to do so (within the existing programme area or in a new one).

Accountability

- In accordance with the Core Humanitarian Standard (CHS), 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, Safe Guarding, finance, logistics, HR, security management etc.).
- Support relevant colleagues to ensure that the Complaints and Response Mechanism (CRM) is functional and accessible, that feedback and complaints are welcomed and addressed;
- Support where possible, relevant colleagues and partner staff to ensure that information about CHS, CRM, and safeguarding and required staff behaviour is disseminated among programme participants and communities.

- All managers are responsible for upholding and promoting Concern's values, demonstrating leadership on workplace equality, diversity and inclusion, and role modelling a positive safeguarding ethos.
- All managers are required to actively participate in any emergency response as and when required.

Role Holder Requirements:

- Bachelor's degree in Social Sciences / Management/ International Development or related field
- At least 5 years of relevant experience including 3 years in a similar position within a dual mandate organisation (i.e. both development and humanitarian).
- Proven track record in designing new programmes, writing proposals and securing donor funding from diverse range of donors such as but not limited to US, UK, EU, UN, Trusts and Foundations
- Demonstrated experience of working in programme having focus on at least one of the following sectors in Bangladesh: Health, Nutrition, Climate Resilience
- Experience of managing team and developing staff and partners' capacity
- External representation and coordination skills
- Fluency in English language (writing and speaking)

We would also like:

- Familiarity with Core Humanitarian Standards
- Strong communication and interpersonal skills
- Ability to organize and plan effectively and deliver under pressure.
- Proven track record of advancing gender transformative and inclusive programming approaches
- Experience of working with local partners, and familiar with the concept of localisation

Competencies:

competencies required to be effective and successful in the role.

Candidates are expected to demonstrate abilities in the following priority competency areas:

Managing Yourself	Planning and decision-making
Individual leadership	Creativity and innovation
Communication and working with others	Influence, advocacy and networking
Delivering results	Change

We encourage all eligible candidates, irrespective of gender, ethnicity or origin, disability, political beliefs, religious beliefs, sexual orientation, or socio-economic status to apply to become a part of the organisation. Concern is against all forms of discrimination and unequal power relations and is committed to promoting equality.

If you have any concerns about our recruitment process and need particular assistance - for example if you have a disability e.g. a hearing impairment - please let us know and we will do our best to respond to your needs.

Important information:

Concern has an organisational **Code of Conduct** with three Associated Policies: The **Programme Participant Protection Policy, the Child Safeguarding Policy, and the Anti-Trafficking in Persons Policy** accessible [here](#). 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 organisations, 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 their work, 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 adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with adults and children are recruited by us for such roles. Consequently, working or volunteering with Concern may be subject to a range of vetting checks, including criminal background checking.

During this job application, you will provide Concern with your **personal data**. Concern takes its responsibilities towards this personal data very seriously and is committed to complying with all relevant data protection legislation.