

**Programme Director (Bangladesh)**

**Job Title:**  Programme Director (Bangladesh)

**Reports to:**  Country Director

**Terms:** Fixed Term contract for five (05) years, Full time and office based localised position.

**Location:** Head Office, Dhaka, Bangladesh

**Salary:** GB 7.5 (BDT 331,301)

**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:** To ensure quality implementation of all of Concern’s programmes in Bangladesh and the effective development of new projects and programmes. To contribute to the strategic direction of the country programme, as a key member of the Country Management Team (CMT), and to deputise for the Country Director when required.

**Responsibilities:**

* To lead the implementation of the programme objectives in the Country Strategic Plan and to ensure that programming meets high standards in design, monitoring and evaluation through Concern Worldwide’s Programme Cycle Management System (PCMS).
* To ensure all work is carried out in line with organisation policies including safeguarding and protection, the Core Humanitarian Standard and equality, diversity and inclusion.
* To work with the Country Management team to develop and maintain a funding strategy to ensure future funding streams are identified and developed.
* To lead the development of a partnership strategy and partnership agreements for the country programmes and oversee and support the work of national implementation partners as required.
* To develop national level networks relevant to increasing Concern’s learning and provide for potential funding/consortium work and joint advocacy efforts.
* Develop a mentoring and skills development plan for the country team and ensure all HR policies are understood and implemented by the team.
* To ensure efficient and effective use of resources and plan and manage programme budgets as approved, with the support of the Country Finance Coordinator and Programme Coordinators.
* To oversee implementation of emergency response programmes as required.
* To demonstrate leadership on workplace equality, diversity and inclusion and to role model a positive safeguarding ethos.
* To actively participate in any emergency response as and when required.

**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.
* 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:**

**Essential:**

* Postgraduate qualification in Development Studies, Nutrition, Public Health, Agriculture or other related discipline.
* 08 Years of relevant experience with minimum 02 years in senior Management role with INGOs
* Significant, proven, and demonstrable experience in managing both development and humanitarian programmes through partnership modalities, with a strong emphasis on applying system strengthening approaches.
* Demonstrable leadership ability, preferably with experience of working at country management level.
* Experience of programme development, programme management and participatory planning methodologies, ideally, but not limited to the areas of nutrition, health, social protection, food security, climate change adaptation.
* Experience with emergency preparedness, response and disaster risk reduction strategies.
* Experience of leading proposal development processes.
* Experience of managing donor relationships.
* Added Advantage: Experience of managing programme in Rohingya Refugee context; Experience of working in both rural and urban context; Experience of working overseas

**We would also like:**

* Knowledge of development issues and concepts.
* Ability to work under pressure to meet tight deadlines
* A good understanding of computer applications i.e. Microsoft word, Excel, communications systems and basic trouble shooting skills.
* Experience working with local, national and international organisations
* Cross cultural awareness and sensitivity
* Empathy with Concern’s goals and a commitment to capacity building, protection and participation
* Good communication, negotiation and training / capacity building skills
* Proven organization, planning and management skills
* Ability to work on own initiative and lead diverse teams
* Flexible and adaptable to a changing environment

**Competencies:**

*As this is a key leadership position, potential candidates are expected to demonstrate significant ability in the following areas:*

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| Focusing on the most marginalised people | Communicating and influencing |
| Managing risk | Leading change |
| Making decisions | Driving performance |
| Leading by example | Removing barriers to delivery |
| Motivating and developing |  |

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](https://www.concern.net/accountability/codes-and-policies/safeguarding). 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.

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