Manusher Jonno Foundation (MJF)

**Job Description**

Employee Name: -----------------------------------

**Job Title: Program Coordinator, Grade-9**

Programme: Youth and Social Cohesion

Supervisor: Director - Governance

Date Employed: ----------------

**Introduction:**

Manusher Jonno Foundation (MJF) has been working for promoting human rights and governance in Bangladesh since July 2002 aiming at bringing positive changes in the lives of underprivileged and disadvantaged people and fostering dignity.

**Job Summary**

As a senior member of the organisation the Programme Coordinator is responsible for providing technical support, information and advice to take decisions related to Rights and Governance programme. The Programme Coordinator has to be in constant touch with partner organisations and be involved in monitoring, liaison and strengthening networking among partner organisations, administering national advocacy on youth, actively seeking interesting concepts and proposals and helping to develop prospective ideas into proposals etc. S/he will provide technical support and strengthen understanding of governance & rights issues in Bangladesh as ‘members of the team and is also responsible for managing action Research in the field of Youth and Social Cohesion issue. S/he will lead the Youth and Social Cohesion programme team to identify the gaps in the above field and deliver the programmatic and organizational goal.

The Program Coordinator is expected to maintain good knowledge and conceptual understanding of the sector both nationally and globally and be fully informed of all significant developments and best practices in the sector in Bangladesh and give technical input to the partner organisations to replicate the best practice. S/he must be able to establish and maintain contacts will key stakeholders such as government, donors and civil society orgnisations as well as make use of available resources for gathering and distributing key information. S/he will also be responsible to lead the advocacy process related to Youth with the programme team.

**Responsibilities and Tasks:**

**Program Development and Implementation:**

* Assist supervisor and be proactive in any project proposal development process
* Be involved with MJF strategic planning process
* Be responsible to develop and implement the Y&SC programme in particular and also other programme in order to build synergy of the programme, vision and goal of MJF.
* Explore funding opportunities from multiple sources to design and implement new programme on youth and social cohesion.
* Develop and review Y&SC programme strategy paper and revise as per need.
* Provide input to partners programme baseline survey and evaluation process
* Review partners project proposal, LFA & budget based on MJF Y&SC programme and work on it closely
* Provide innovative idea to develop partners programme
* Organise regular meeting with Y&SC partners and non-partners
* Provide regular feedback to improve partners programme

**Capacity Building and Knowledge Sharing:**

* Keep informed of significant developments and best practices in Bangladesh
* Thoroughly understand issues related to Youths & Social Cohesion Programme, its potentiality, values, mission, programmes, stakeholders, structure and operations and potential, ensure that grant making programmes are responsive to their input and needs; establish trusting and collaborative relationships;
* Establish and maintain contacts with key actors and make use of available resources for gathering and distributing key information on this issue.
* Contribute to the efforts required in building a repository on rights and governance information bank within the organisation.
* Based on need assessment design training & orientation outline, session plan and manual for partners staff
* Conduct orientation and training session on Youth Leadership and Life Skill and relevant policies to build up knowledge of Y&SC partners staff
* Conduct training session on Human Rights, Gender, Youth Leadership, Life Skill relevant issues & policies for MJF partners
* Sharing different successful programme or ideas within team & partner

**Partnership Management:**

* Actively look out for interesting ideas and help prospective partner organisations to develop proposals and concepts.
* Lead the respective team along with supervisor in developing selection criteria and provide support in reaching the proposal assessors.
* Review project concept note, proposals and field visit and give comments and suggestions for project selection.
* Negotiate with potential partner organisations on programme activities and budget
* Work closely with the Supervisor and team members of Y&SC programme to ensure flow of relevant information and encourage effective coordination between teams and to develop and plan special/new initiatives or programmes as needed.
* Monitor assigned projects through field visit, analysing quarterly and annual report and regular dialogue with partner organisations, annual scoring of partners and provide feedback to partner organisations and MJF management.
* Provide feedback, recommendations on external evaluation/review reports as required and help partner organisations to include those recommendations in the following phases of the project.
* Facilitate learning workshops for sharing innovative approaches with partner organisations.
* Assist the partner organisations in documenting their process as well as assist MJF team to share field level experience with other actors who are working in the field of violence against women, Human Right & Governance in general.
* Support Supervisor / Manager / Deputy Managers in designing monitoring framework for the partner organisations.
* Build up relationship with national administration and service provider institutions for ensuring & strengthening support to partner organisations & national level advocacy
* Regular correspondence with partner organisations, review and comments on different manual, handbook, bill board and IEC materials developed by partners

**Networking and Linkages:**

* Support MJF in establishing linkages with organisations and institutions working on human rights and Y&SC issues in Bangladesh
* Promote and encourage an environment of cross learning and dialogue both within the organisation and among partner organisations.
* Maintain linkage with national level actors/policy makers and involve in the process of law formation and reformation process in this country related to Y&SC.
* Keep abreast of current issues, actors and initiatives on national and international development initiatives in the field of Y&SC to ensure that MJF’s programmes are responsive to current challenges facing by youth.
* Attend different network’s meeting, seminar, workshop and contribute to develop action plan and others.

**Documentation and Reporting:**

* Work for developing MJF newsletter publication on Y&SC programme issues.
* Compiled information for MJF six monthly and annual report.
* Comply all donour’s reporting requirements.
* Develop IEC material like, leaflet, handout.
* Prepare partners field visit report.
* Collect and compile case studies on Y&SC issue
* Maintain the supervisory role for the rest of the team members and develop and execute different documentation process regarding team management.

**Advocacy and Awareness building:**

* Involve in the process of law, rules and policy drafting and amendment.
* Identify the gaps of Youth related laws and share with partner organisations, relevant stakeholders.
* Build up capacity of relevant Govt. officials partners for implementation of Youth related laws and policies
* Update partner organisations on MJF advocacy issues.
* Coordinate or involve with law, rules & policy related committee, forum and networks of Govt., NGO’s and networks.
* Organise meeting, mass gathering, seminar, Consultation, signature campaign on policy advocacy issue.
* Develop IEC materials on advocacy issues.

**Team building:**

* Supervise Youth and Social Cohesion team and provide clear path for programmatic target
* Promote healthy and competitive team atmosphere across the team
* Assist management to develop and strengthen capacity of team members
* Deal with conflict and assist management to resolve the conflict
* Motivate team members for larger individual and organizational target.

**Authority**

* Reports to Director, Governance

**Key Contacts and Relationship**

* Executive Director, Directors (Human Rights, Governance & Finance and Administration), knowledge management team, gender advisor, M&E team, Capacity Development team and others member of the organisation as appropriate.
* Maintain an overview of team composition and dynamics; lead team-building and integration process.

**Working Conditions:**

Based in Dhaka with 30% travel outside Dhaka in Bangladesh

**Qualifications:**

* + - Master’s Degree in social science or any other relevant discipline.
    - Minimum 12 years professional experience.
    - Have worked in Government, NGO or private sector institutions having a good understanding of all broader definition of Rights, Governance, Partnership and Capacity Building.
    - The incumbent should have a comprehensive knowledge on Action Research, Project Planning, and Monitoring & Evaluation.
    - Knowledge and skill in IT with active presence in social Medias.
    - Strong written and verbal skill in both English and Bengali is required.

**Incumbents Signature : ……………………………………… Date:**

**Supervisor's Signature : ……………………………………… Date:**