Manusher Jonno Foundation

Job Description

**Job Title:** Deputy Program Manager

**Supervisor:** Program Coordinator

## Job Summary

As a member of Shuchona- Informal Domestic Workers in Digital Financial System (DFS) project team, the Deputy Program Manager (DPM) is responsible to support the implementation of the projects, manage the grants and supervise the grantees under the supervision of the Program Coordinator. The DPM will assist the grantees in proper implementation of the activities as per plan. The DPM will be in constant touch with the grantees and other stakeholders and will provide feedback on program planning, monitoring and technical support and strengthening networking among them. The DPM is responsible for report preparation and dissemination of the best practices in implementing programs. S/he must be able to establish and maintain contacts with key actors as well as make use of available sources for gathering and distributing key information.

DPM is also responsible to manage partner organizations and provide necessary support to implement the project activities at field level. He/she is responsible to select the partner organization and develop their capacity both in thematic and program implementation issues.

The DPM will be in constant touch with the partner organizations and will provide feedback on program planning, monitoring and technical support and strengthening networking among them.

# Responsibility: Planning and implementation

# Tasks:

* Planning project activities in line with project goal and objectives;
* Develop action plan and utilize inputs to implement the plan;
* Support partners and civil society forums in planning and implementation of their activities;
* Assist management in selection of new partners. Assess project proposals and participate in the field assessment of the potential partners;
* Facilitate training, workshop, and seminars with the partner staffs, citizen support group, local government representatives, government official involved in the local governance process;
* Implementation related problems and refer for policy change as required;
* Plan and execute the piloting of Grievance Redress System (GRS) and extract recommendations on best fitting/doable GRS at grassroots level.

# Responsibility: Support to sub-grantees and Civil Society Platform for implementation of project activities

# Tasks:

* Regular monitoring of partners’ activities and provide feedback effectively;
* Ensure reporting of the sub grantees including Technical Assistance sub grantee are done in a satisfactory manner;
* Provide technical assistance to partners and local stakeholders to implement the project activities
* Develop and give assistance to develop different project materials, implementation guidelines for partners’. domestic worker networks and relevant civil society forms.

# Responsibility: Advocacy and Networking

# Tasks:

* Organize different advocacy events such as policy discussions, dialogues, media advocacy along with partners and domestic worker networks
* Keep effective relationship with the research organizations and individuals for commencing research and policy recommendations;
* Maintain effective communications and contacts with key actors of the program viz.- GoB, NGOs, networks and donors.
* H/She will also be linked to the think tank organizations and individuals have expertise on local governance.

# Responsibility: Research, Documentation and Reporting

# Tasks:

* Find out learning, disseminate best practices and give technical inputs for its replication;
* Facilitate survey, study and researches as per project plan;
* Develop case-stories, regular and special reports and disseminate stakeholders;
* Assist national Civil Societies in developing policy agenda and briefs;

**Authority:** Mobilize resources for project activities as planned.

## Reporting: Report to Program Coordinator.

## Key Contacts and Relationship: 1. Partners, 2. Stakeholders, 3. All individuals and teams of MJF.

**Working Conditions:** The position is based in Dhaka with 60% work time travel in the working areas of Shuchona project under Dhaka district of both urban and sub urban areas. Field trip with air/vehicle support and sometimes to use public transport as to make cost effective.