**MANUSHER JONNO FOUNDATION**

**JOB DESCRIPTION**

**Job Title:** Deputy Manager- Advocacy and Networking

**Project:** Renewed Women’s Voice and Leadership (RWVL) Bangladesh

**Job Type:** Contractual

**Job Location:** Dhaka

**Reports to:** Lead, Gender and Diversity

**Position Level:** Mid-level

**Grade:** 7 (Seven), Step 1

**Gross Salary:** BDT 105,854 plus other admissible benefits as per the organization's policy

**Funded By:** Global Affairs Canada (GAC)

**Project Brief**

The Renewed Women’s Voice and Leadership (RWVL) program is a global initiative of Global Affairs Canada. It continues to address the global funding gap for women’s organizations, acknowledging that those groups working at the intersection of multiple forms of discrimination and in conflict—and crisis-affected countries receive even less funding.

In Bangladesh, MJF will implement this project to support local Women’s Rights Organizations (WROs), women human rights defenders (WHRDs), and gender-diverse groups alongside feminist networks that advance gender equality and the rights of women and girls in all their diversity. The project will maintain its overarching framework while expanding support to Women's Rights Organizations (WROs) and Women Human Rights Defenders (WHRDs), including trans and Non-binary human rights defenders, to be more intentional in reaching structurally excluded groups, such as gender-diverse communities and women and girls with disabilities. Finally, the Renewed WVL Program aims to integrate collective care and well-being to counter the stress, trauma, and burnout experienced by the targeted groups on the front lines of these crises. This project will be implemented through four components:

* Multi-year core funding, including support for core administrative functions, to sustain and resource the ongoing and new programs of WROs, encompassing service provision, awareness raising, advocacy, feminist research, policy dialogue, and consultation.
* Fast, responsive funding for discrete activities and short projects in response to unforeseen challenges, opportunities, or urgent events.
* Strengthening organizational capacity in areas prioritized by WROs/organizations led by gender-diverse groups of community-led women’s groups.
* Movement strengthening to foster the collective voice and power of WROs/organizations led by gender-diverse groups of community-led women’s groups and WHRDs at sub-national, national, and regional levels. It supports networks, alliances, platforms, and convening events to strategize collectively, share learning, and mobilize for social, political, and legal change.

**Job Purpose**

The Deputy Manager (DM), Advocacy and Networking position is mid-level in MJF. The purpose of hiring for this position is to contribute to the project's outcome of feminist advocacy at national and local levels, foster collaboration among key stakeholders, and amplify women's voices to drive systemic change. Feminist advocacy aims to change policies and structures that impact the ability of women, girls, and gender-diverse individuals to exercise and claim their rights. At the same time, cultural norms and practices that influence the rights of structurally excluded groups are threatened regularly. For this reason, MJF undertakes systematic advocacy work through policy advocacy and campaigns challenging social norms, harmful practices, discriminatory laws & policies, criminalization of gender identity and sexuality, advancing sex workers’ rights, and changing the public’s views of trans persons and people with disabilities, among others.

**Job Summary**

The Deputy Manager of advocacy and networking leads and coordinates efforts to promote the project’s goal and outcomes through public outreach, stakeholder engagement, and policy influence. S/he develops and executes advocacy strategies, builds relationships with policymakers and other key stakeholders, and manages public relations related to the organization's causes. The role often involves working with internal teams, external partners, and the general public to achieve specific advocacy objectives.

As a key team member of the Renewed Women’s Voice and Leadership (RWVL) Bangladesh Project, the DM-Advocacy and Networking will ensure the project’s advocacy strategy and implement advocacy initiatives at both national and local levels, as outlined in the advocacy plan, to promote gender equality, integrating feminist principles. S/he will work closely with policymakers, duty bearers, and relevant stakeholders to facilitate advocacy or policy influencing. Additionally, S/he will communicate with partner organizations to track their local-level advocacy plans in line with the project outcomes. This position is also responsible for developing and refining policy briefs, advocacy strategies, and knowledge products to support MJF’s efforts in policy advocacy and influencing on behalf of marginalized and gender-diverse individuals to achieve gender equality goals and targets. This position will also foster networking among women’s rights organizations in Bangladesh, develop a networking strategy paper, provide technical assistance to ensure the project's networking activities are practical, and support the RWVL-B team in preparing reports to share best practices and ensure project success. Collaborate with the project team and WROs to organize advocacy events aligned with the Advocacy Plan.

**Key Responsibilities and Tasks**

| **SL** | **Responsibilities** | **Tasks** |
| --- | --- | --- |
| 1. | Design and develop a feminist advocacy plan and accomplish | * Create and execute advocacy plans that align with the project’s goal and outcomes. * Framing and executing the advocacy strategy by implementing plans and strategies to achieve desired project outcomes. * Develop and refine policy briefs and ongoing strategies and craft essential, thought-provocative papers, leaflets, and pamphlets that support the project’s advocacy results and ensure MJF’s contribution to achieving national gender equality targets. * Provide technical assistance to project partners developing their organizational advocacy plan and strategies. |
| 2. | Stakeholder Engagement | * Build relationships with key stakeholders, including government officials, NGOs, the ministry, renowned women's rights activists, and the public. This also involves working with internal teams to ensure consistent messaging. * Engaging in activities to influence public opinion and policy decisions, such as lobbying, protests, movements, and endorsing social media campaigns. * Building strong collaborations with policymakers, duty-bearers, and key stakeholders to amplify the impact of advocacy initiatives and advance campaigns at the local level. * Collaborate with external partners and other women’s rights organizations, coalitions, and advocacy groups to build alliances and broaden the reach of advocacy campaigns. |
| 3 | Policy Monitoring and Analysis | * Stay informed on relevant legislation, policies, and public issues that could impact the project. Analyze how such developments affect the project’s objectives and strategy. * Analyze and prepare the advocacy impact report, aligning with international and national targets. * Desk review of relevant reports published by the UN Agencies, the Bangladesh Government, and other International organizations' publications on Gender Equality, the CEDAW report, Bangladesh’s five-year plan, etc., and suggest to the RWVL Project Team to adopt suitable strategies, and bring necessary changes in the project’s advocacy plan. * Produce policy briefs through desk review or evidence-based research, public dialogue, etc. |
| 4 | Networking, Liaison, and Collaboration | * Organize dialogues and coordinate efforts to establish a National Alliance of Women's Organizations. * Facilitate, support, and strengthen networks and alliances to foster collective movement and actions. * Assist the team lead in establishing functional networks with state and non-state actors. * Assist the RWVL-Bangladesh team in organizing networking events, women’s conferences, discussions, and capacity-building initiatives. * Provide technical assistance to strengthen partner organizations’ networking activities within the project framework. |
| 5 | Communication and Coordination | * Collaborate with civil society organizations, government stakeholders, project partners, the RWVL project team, and media houses to create widespread awareness and amplify women’s voices, influencing or creating policy attention that aims to change laws and policies through a feminist lens. * Coordinate and guide the PO for designing mass awareness campaigns through social media platforms. |
| 6 | Monitoring, Reporting, and Documentation | * Tracking progress, assessing impact, documenting best practices, writing stories, and making necessary adjustments to achieve better results. * Assist the RWVL-B team lead in preparing detailed reports on the advocacy plan, its execution, and accomplishments to attain the desired outcomes. * Create various reports and design static and video presentations for social media and project knowledge hubs. * Track the effectiveness of advocacy plans and campaigns. Prepare reports and present findings to senior management, adjusting strategies as needed. |
| 7 | AOB | * Any other assignment given by the Project Lead or MJF Management. |

**Reporting Authority**

Project Lead- RWVL Bangladesh Project

**Key Contacts and Relationships**

Executive Director, Director of Program and Governance, Director of Finance and Administration, and different project staff of MJF as appropriate.

**Working Conditions**

The position is based in Dhaka, but frequent field travel is required to the working areas, with at least 40% of the time spent traveling outside Dhaka to remote locations in Bangladesh.

**Essential Qualifications and Experience**

* Academic Qualification: Master's degree in Social Sciences, Law, Government and Politics, Political Science, Gender Studies, Media and Communication, Journalism, and specializing in Policy Advocacy.
* Professional Course: Have completed certified or professional courses in strategic communication, advocacy, comparative governance, foundations in public policy, community engagement, and action, or relevant courses in community-led advocacy.
* Professional Experience: Minimum of 8 years of professional experience in developing and executing advocacy (national and local levels) and feminist campaigns in any Civil Society Organization.
* Knowledge of Feminist Approach: Understanding and applying feminist principles, approaches, and strategies in policy advocacy that highlight gender inequality and examine the social, political, and cultural factors adversely affecting women's lives and experiences, contributing to the pursuit of social justice and equality.
* Proven experience working in a partnership approach with WROs and Community-led Organizations.

**Essential Skills and Capabilities**

* Excellent Communication Skills: Ability to articulate advocacy positions clearly to various audiences, including policymakers, the media, and the public.
* Strategic Thinking: Ability to develop and implement long-term advocacy strategies to advance the advocacy goals.
* Public Policy Expertise: Strong understanding of policy processes and the ability to navigate legislative or regulatory environments.
* Stakeholder Management: Skilled in building relationships and partnerships with a diverse range of stakeholders, including government officials, advocacy groups, and internal teams.
* Crisis Management: Ability to handle public scrutiny and crises related to advocacy initiatives, responding with strategic communication.

**Preferred Attributes**

* Resilience: Advocacy can be a long-term, challenging process that requires persistence and the ability to handle setbacks.
* Adaptability: Ability to respond quickly to changing policy landscapes or public attitudes.
* Collaborative Mindset: Ability to work well with a wide range of partners and internal teams.
* Sensitivity and commitment: A commitment to work with all-inclusive populations that uphold inclusive values, respecting human rights, dignity, and social harmony.
* Time management: Ability to effectively manage processes, work under pressure, and meet deadlines.

**MJF’s commitment to safeguarding**

Manusher Jonno Foundation is committed to preventing any unwanted behaviour at work, including sexual harassment, exploitation and abuse, lack of integrity, and financial misconduct. It is committed to protecting children and vulnerable adults following its policy. The Manusher Jonno Foundation expects all MJF and project staff, vendors, and consultants to adhere to this commitment through MJF’s code of conduct. MJF places a high priority on ensuring rights and upholding the respect and dignity of all people, regardless of their class, caste, ethnicity, religion, physical condition, or gender.

**Note**

1. All offers of employment will be subject to satisfactory references and screening checks, including criminal records and fraud/corruption/ terrorism. Please note that Disclosure of Safeguarding-related Misconduct in Recruitment Processes is mandatory.

**Manusher Jonno Foundation (MJF) is an equal opportunity employer committed to diversity in the workplace. It upholds human dignity and inclusion for all, regardless of age, race, religion, gender, disability, ethnic origin, or socio-economic condition. As such*,* we highly encourage applications from women, gender-diverse individuals, and people with disabilities.**