**MANUSHER JONNO FOUNDATION**

**JOB DESCRIPTION**

**Job Title:** Deputy Manager- Economic Empowerment & Entrepreneurship

**Project:** Renewed Women’s Voice and Leadership Bangladesh

**Job Location:** Dhaka

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

**Job Type:** Contractual

**Grade: 7**, 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-Empowerment and Entrepreneurship will lead the development and execution of programs that empower individuals and communities through entrepreneurship and economic growth under RWVL Bangladesh initiatives. This role is essential in identifying and addressing barriers to economic participation through targeted interventions. By fostering an entrepreneurial ecosystem, the deputy manager will enable beneficiaries to acquire crucial skills, access financial resources, and establish market linkages to sustainable businesses for economic stability and self-sufficiency among marginalized groups, promoting social equity and community development.

**Job Summary**

As a Renewed Women’s Voice and Leadership (RWVL) Bangladesh team member, the Deputy Manager of Economic Empowerment & Entrepreneurship, will enhance economic opportunities for Women, Trans, and Girls through innovative programs. This role involves designing, implementing, and evaluating Women Economic Empowerment initiatives focusing on entrepreneurship development skills training, financial literacy, business planning, and market linking. The deputy manager will collaborate with relevant stakeholders, including local businesses, government agencies, and community organizations, to create sustainable economic pathways for beneficiaries. The Deputy Manager- Economic Empowerment & Entrepreneurship will possess strong leadership skills, a deep understanding of economic development practices, and a passion for driving social change.

**Key Responsibilities and tasks:**

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| **Sl.** | **Responsibilities** | **Tasks** |
| **1.** | **Program Strategy & Planning** | * Develop and implement strategies to strengthen women's economic empowerment and entrepreneurship aligned with the project’s gender-transformative vision.
* Identify barriers and opportunities for women’s participation in economic activities and co-design solutions with community stakeholders.
* Integrate economic empowerment into broader project components such as leadership, advocacy, and organizational strengthening.
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| **2.** | **Entrepreneurship Development and Market Linkages** | * Design and oversee entrepreneurship training programs tailored to women and marginalized groups.
* Support the creation and growth of women-led enterprises, cooperatives, and social ventures.
* Facilitate access to markets, networks, and resources, including digital and green economy opportunities.
* Explore opportunities for market linkages and connect project participants with necessary technical or financial resources.
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| **3.** | **Access to Finance** | * Develop partnerships with financial institutions, banks, and the private sector to improve access to credit and financial services.
* Promote financial literacy and inclusion among women entrepreneurs.
* Advocate for gender-responsive financial products and services.
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| **4.** | **Capacity Building & Technical Support** | * Build the capacity of women entrepreneurs and Women’s Rights Organizations through mentoring, coaching, and business advisory services.
* Provide technical support on value chain development, business planning, digital marketing, and sustainability practices.
* Orient small-scale women entrepreneurs and Income Generating Activity holders to learning and sensitivity to foster business risk management and innovation.
* Orient women entrepreneurs and Women’s Rights Organizations to use cloud-based software to manage project beneficiary group level IGA and entrepreneurship.
* Provide guidance to WROs to ensure the implementation of women’s economic empowerment interventions and compliance with legal requirements relevant to laws, regulations, and legislation.
* Support WROs and women entrepreneurs in their effort to promote inclusive marketing, such as connecting with e-commerce platforms, using digital marketing tools, and accessing new marketing opportunities.
* Support WROs in providing trade-specific technical skill training to women entrepreneurs and IGA holders.
* Promote entrepreneurship for long-term success, support WROs, Women, Girls, and transgender Groups in identifying entrepreneurial challenges, managing risks, practicing business ethics, and building business credibility and trust.
* Provide support to WROs in trade-specific technical knowledge; analyze business trends and gaps; establish a social media platform; expose them to potential customers; create mutual benefits through the collective effort of women entrepreneurs; cross-promote each other’s products; and enhance goodwill and reputation.
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| **5.** | **Partnerships & Networking** | * Forge partnerships with government agencies, private sector actors, NGOs, and women’s rights organizations to advance economic justice.
* Represent the project in entrepreneurship and women’s economic empowerment forums and networks.
* Assist WROs in registering interested Women and Girls Groups as women-friendly cooperatives.
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| **6.** | **Monitoring, Evaluation & Learning** | * Develop indicators and track progress on economic empowerment outcomes.
* Document success stories, lessons learned, and best practices for internal learning and external dissemination.
* Ensure that feedback from women beneficiaries informs program adaptation.
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| **7.** | **Advocacy & Policy Engagement** | * Advocate for enabling policies and institutional reforms that support women’s economic rights and entrepreneurship.
* Contribute to policy briefs, position papers, and dialogues with policymakers and donors.
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**Reporting Authority**

Project Lead

**Key Contacts and Relationships**

Executive Director, Director of Program and Governance, Director of Finance and Administration, and different project leads 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**

* Master's degree in Business Administration, Economics, Supply Chain Management, or Social Sciences, Gender Studies, Development Studies, along with relevant experience.
* Minimum of 8 years of professional experience in economic development, entrepreneurship promotion, livelihood programming, or Women Economic Empowerment program management, focusing on women's rights and gender equality, in any Civil Society Organization or specialized project.
* Understanding and applying feminist principles, approaches, and strategies in women’s empowerment in the areas of economic empowerment strategies, entrepreneurship development, 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.
* Experience and knowledge of financial management concepts and practices relevant to small businesses and entrepreneurship.
* Proven experience working in a partnership approach with WROs and Community-led Organizations.

**Essential Skills and Capabilities**

* Proven experience designing, implementing, and evaluating economic empowerment programs or entrepreneurship initiatives.
* Working experience channeling grants to local-level WROs to implement local-level small-scale women entrepreneurs’ and IGA holders’ economic empowerment as an intervention for gender equality and empowerment programming.
* Experience managing and monitoring Refundable Lending Fund (RLF) awarded as business capital to women's and Girls' Groups.
* Experience in handling a closed information hub; using computer interfaces and office software packages to analyze.
* Proven experience in strong interpersonal and communication skills, with the ability to work independently and collaboratively within a team.
* Strong understanding of intersectionality, cultural dynamics, human rights, dignity, and social harmony, as well as the lived experiences of marginalized communities.
* Proficiency in MS Word, Excel (including data analysis), PowerPoint.
* Proficient in data collection, analysis, and reporting of specific project outcomes and impacts.
* Fluency in both written and spoken English and Bangla.

**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, work independently, and meet strict deadlines.
* 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.
* Specialized experiences: Comparatively extensive work experience in a specific field may compensate for academic qualifications.
* Specialized experiences and comparatively extensive work experience in a specific field may sometimes compensate for academic qualifications.

**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.**