



PROGRAM OFFICER – GENDER JUSTICE AND SOCIAL INCLUSION

Empowering Women Through Civil Society Actors in Bangladesh (EWCSA) project

JOB DETAILS

DIVISION: Impact	TEAM: Gender Justice and Social Inclusion (GJSI)
LOCATION: Dhaka	CONTRACT TYPE: Project based
GRADE: D (D2)	JOB FAMILY: Programme
SALARY: BDT 899,126.00 (per annum)	HOURS 37.5 per week

DIVISION PURPOSE: To work with others to overcome poverty and suffering.

TEAM PURPOSE: Gender Justice and Social Inclusion programme strives to ensure women, marginalized people with different social identities have equal rights, fundamental freedom, access to dignified work, democratic participation and live in an environment of respect, justice and diversity through deploying transformative strategies align with feminist principles, a key driving principle of Oxfam in Bangladesh. The team is aiming to deliver the programme goals along with ensuring gender mainstreaming across all programmes of Oxfam in Bangladesh. To achieve the programme goal, the team is working in partnership with ranges of organizations from civil society, government, private sector to academia. The team ensures that Oxfam's Partnership Principles and Strategic Partnership Model are consistently embedded in its ways of working with the organizations that we are in partnership with. The team focus is on building and sustaining strong and equitable relationships with all partner organizations in support of delivering high quality programmes through a shared vision and goals.

JOB PURPOSE: The position will contribute to Gender Justice and Social Inclusion programme goal through managing partnership for Empowering Women Through Civil Society Actors in Bangladesh (EWCSA) project, co-funded by European Union. The main purpose is to ensure partner project implementation.

This position is expected to deliver the following results:

- Sub-grants to different small and medium grants undertaken by Women Rights Organizations (WRO), Community Based Organizations (CBO) and Civil Society Organizations (CSO) are effectively implemented and managed with time.
- Capacity of WROs, CBOs and CSOs on organizational development as well as thematic issues related to gender equality, women empowerment, feminist leadership, gender based violence & SRHR, valuing women's work, informal sector women worker's rights are strengthened.



POST HOLDER REPORTS TO	Feminist Leadership and Partnership Specialist, GJSI
JOBS REPORTING TO THIS POST	None
BUDGET RESPONSIBILITY	No
DIMENSIONS OF THE ROLE	
KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> - Facilitate partner organizations to complete their planned project activity with quality and in time - Facilitate partner organization to enhance their organizational and thematic capacity - Provide support to partner organizations for detail planning and implementation of the project activity - Provide preparing grant agreement with selected WROs, processing partner fund requisition - Facilitating partnership dialogues, reviews, and health-checks for selected projects/programmes - Monitor partner’s progress and budget on a systematic way - Compile partner’s report, prepare organizational report as per project logical framework and GJSI program strategic framework - Process fund request for partner organization - Lead organising policy dialogues, capacity building training, workshop, learning visit - Any other need-based activities as assigned by the organization 	

PERSON SPECIFICATION

Most importantly, every individual at Oxfam GB needs to be able to:

- Live our values of **INCLUSION, ACCOUNTABILITY and EMPOWERMENT** (read more about these [here](#)).
- Ensure you commit to our **ORGANISATIONAL ATTRIBUTES** (including adhering to [the Code of Conduct](#)):

<p>1. Be committed to our feminist principles, and to applying them in your day-to-day behaviour and your work. Be ready to keep learning, with accountability to those who experience oppression as a result of their identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity."</p>	<p>2. Be committed to undertaking Oxfam’s safeguarding training and adhering to relevant policies, to ensure all people who come into Oxfam are as safe as possible.</p>
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Experience, Knowledge & Competencies

<p><u>Essentials</u></p> <p>For this role, you will need to model Oxfam’s feminist leadership approach so we have selected the most relevant feminist leadership practices which we will use for assessment purposes (which you can read more about here):</p> <ul style="list-style-type: none"> • Self-Awareness • Influencing • Mutual accountability
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In addition, an ideal candidate will also have:

- Graduate or postgraduate degree in any discipline, preferably in the social sciences or relevant subject
- A minimum of 4 years' experience in delivering program through partner organizations
- Skilled and experienced in partner organization management, review, project cycle management in any reputed national or international organizations
- Experienced in informal or formal work sector (RMG/Fisheries/domestic work/tea garden or any other)
- Skilled on partner project management
- Strong understanding on budget management
- Strong understanding on Gender and Diversity, Women's Worker's Rights
- Skilled on facilitating partner organizations to complete their planned project activity with quality and on time
- Experience of facilitating trainings, workshops and other forms of capacity building activities
- Ability to travel frequently; willingness to travel to sub-offices within country and outside
- Ability to communicate, written and orally, in English and Bangla

Desirable

- Experience of managing 7-10 small grants at a time will be an advantage
- Working experience different trade unions, professional associations will be an added advantage
- Ability to model Oxfam's desired organizational culture (making a difference, innovative, collaborative, accountable, cost effective) with staff

Safer recruitment: All offers of employment are subject to satisfactory references and appropriate screening checks (which can include counterterrorism, safeguarding and criminal records checks). You can find out what [this means here](#).

DBS CHECK REQUIRED No