ROLE PROFILE

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| Title | **Government Liaison Specialist** | | |
| Functional Area | **Operational Support** | | |
| Reports to | **Operation Manager** | | |
| Location | Ukhiya/Cox’s Bazar | Travel required | Yes |
| Effective Date |  | Grade | C2 |

role PURPOSE

People who join In Plan International Bangladesh take responsibility every day to act on our core values and advance our organisational purpose- Advancing Children’s Rights and Equality for Girls. They exhibit discipline in their work and in their relationships. To every challenge, project and interaction, they apply a balance of head and heart.

Our people are smart. They’re rigorous thinkers. They relish challenges and work with others to come up with creative solutions to the toughest challenges that children and young people face. They are confident and curious, always open to learning. That’s how - in a fast-changing world – our team consistently comes up with great programmes.

Diversity is powerful. To achieve transformational change, we seek out team members with different backgrounds and ways of thinking. Diversity helps us unlock complexity.

Our people are proud to represent Plan International Bangladesh, and conscious that they do so not just in the workplace, but wherever they go.

Plan has been working in Cox Bazar to respond to the Rohingya refugee influx since 24 September 2017 implementing the following key objectives: 1. Ensure girls and boys affected by the crisis are protected from violence, abuse, neglect and exploitation through appropriate prevention and response interventions in line with minimum standards. 2. Reduce the transmission of disease from feces to mouth through the promotion of good hygiene practice and the reduction of health risks related to poor sanitation 3. Restore and increase access to safe quality and inclusive educational opportunities for refugee children and adolescents (girls and boys) affected by the Rohingya crisis.

This position is responsible for Strengthen rapport building with division and district level govt. authorities, RRRC and CICs, NGO Affairs Bureau and concerned ministries and departments(optional), liaison at Upazila level Govt. officials, maintain compliance of NGOAB/District Administration regarding FDs preparation and process of collecting Certificate of Local Administration. The incumbent will also work with Operations Manager and Head of Division in placing operational excellence in the divisional office.

Dimensions of the Role

* Maintain strategic relations/links with GoB at Division/District level identify opportunities and ensure positioning Plan and participation in key activates on the local level government in relation to support services in coordination with respective program leads;
* Represent Plan International Bangladesh in different government levels in district level and UP level/Inter-Sectoral Coordination;
* Support for building relation with NGO Affairs Bureau, concerned ministries and departments;
* Prepared project proposal (FD6/FD7/FC1) for submitting to the NGOAB, and ensuring to comply all requirements on time;
* Coordinate with Project Manager and guide them project development from inception through start up in relation to government approvals;
* Assist for completing FD4 audit by the NGOAB affiliated audit firm.
* Closely work with program team to collect clearance letter from the UNO and DC office, and follow up for overcoming challenges;
* Support for collecting distribution approval from the DC and UNO offices and complying to follow the relevant guidance;
* Collect the need assessment info/documents and compiling those for submitting to RRRC office;
* Track the procurement and report according to the approve FDs;
* Keep all round effort for keeping good relation with DC Office, UNO office, RRRC office and UNO office;
* Prepare and submit all sort of reports (monthly progress, annual report, project compilation report) to the concern authorities;
* Well understanding about CHT, Camp and host community programming and approval process;

Accountabilities

**Assist to Programme and Project Mangers to ensure compliances of NGO Affairs Bureau and Prepare FD-6, FD-7, FD-3, FD-2, FC-1 as per prescribed format of NGOAB.**

* Ensure compliances of NGOAB and assist project manager to do it with the guidance of Operations Lead and Lead Government Liaison in terms of project approval, yearly fund release, audit report approval and other relevant reporting requirements;
* Prepare Project Pro-forma (FD-6, FD-2, FD-7, FC/1) as per prescribed format of NGO Affairs Bureau and ensure timely submission of these FDs to NGO Affairs Bureau for approval;
* Coordinate with project managers and collect inputs to make respond against queries of NGOAB;
* Assist Project Managers to prepare multi-year budget in FD-6 and FD-7 of Plan’s new projects or extension projects for NGOAB in FD-6 and FD-7 format;
* Take initiatives to solve pending project approval issues and liaise with appropriate desk officers of government offices;
* Assist and review to prepare various report of projects in prescribed format of NGO Affairs Bureau and submit in obtaining fund clearance;
* Support for collect clearance certificate from the local authority for the project complete and ensure timely response of NGOAB;

**Liaison and build up a professional relationship with Govt. officials, security intelligence team and NGOAB Officials (optional)**

* Provide relevant information to SB, NSI, DGFI and RRRC time to time according to the requirements;
* Support to collect proper approval during expatriate visit to Cox’s Bazar according to the assignment of Cox’s Bazar Programme;
* Ensure international staff and visitors have valid visas at all times, and Camp Pass/travel documents from RRRC for national and international staff;
* Assist to ensure timely submission of FD6, FD7, FC1, FD4, Reports & local admin certificate for getting approval on time;
* Facilitate to participate in different event organized by government officials;
* Handle and prepare response to the NGOAB time to time to accelerate the approval process;
* In absence of Government Liaison Lead liaise with NGOAB officials regularly to know their requirements and response their queries in right time. Coordinate NGOAB and other govt. official’s program visit;

**Build up capacity of project concern staff on different forms of NGOAB, Project Report and Responses on Audit queries.**

* Provide clear guidance or orientation to concern project staff on different NGO Bureau’s formats, Project Progress Report in NGOAB’s prescribed format;
* Guidance and support to concern project staff to make responses against Audit queries from Govt. offices including NGOAB;
* Assist Finance department to conduct audit report (FD-4) of projects as per guideline of NGO Affairs Bureau and submit to NGO Affairs Bureau;
* Regular coaching and mentoring in preparing revised budget for FD6/FD7/FC1;
* Provide advice and support to deal with critical issues of FD6/FD7/FC1 and FD4;

**keep record the documentation properly, Update and share the information with Management**

* All memos and documents from RRRC, DC office, NGO Affairs Bureau are maintained in properly, documented and well protected;
* Maintain project wise NGOAB related information files and update regularly;
* Share the updated NGO Bureau’s approval, audit report (FD4) and local administration certificate submission status with senior management;
* Keep tracking the Project approval status of NGOAB and updates regularly;

**Ensures Gender and CP policy awareness, compliance and practices in managing administrative works.**

* Demonstrates behaviors at work and outside to promote CP policies and compliances;
* Assesses all service contracts, agreements, partnerships are checked through CP and Gender lenses and appropriate calluses are entered;
* Demonstrates gender equality policies in all administrative service provisions;

**Dealing with Problems**

Application of knowledge required for the role, complexity of problems handled & the degree of investigation, analysis, & creative thinking required to solve them;

The position holder needs to identify and mitigate risks related to Administrative functions (i.e. CP related issues; safety and security of office premises, drivers and moveable assets); takes proactive stances in indentifying and mitigating such risks in PLAN context; and establishes protocols and processes for smooth information flow from field (PNGO, and Plan Offices) to BCO (admin) on the visit findings and other related issues

1. Ensures that Plan International’s global policies for Child Protection (CPP) and Gender Equality and Inclusion (GEI) are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International’s Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures.

Key relationships

Internal contact:

Operations Manager/Lead, Lead Govt. Liaison, Programme Manager, Project Manager.

**External;**

* Admin focal person at partner organization
* Govt. authorities at Upazila, district and division level
* Other development organisations including partner organizations.

Technical expertise, skills and knowledge

***Educational Qualifications and work experience***

* Minimum Masters level educational qualification in Masters in English/Mass Communication/ Journalism/ Public Relations.
* Minimum 3 years work experience in relevant Field
* Proven experience in partnership programme operations and dealing with Government of Bangladesh, civil societies, media and NGOs.work experience preferred.

***Knowledge***

* Comprehensive understanding of the Humanitarian architecture of the Rohingya Response its operating and regulatory environment.
* Knowledge in administrative planning for program and projects.
* Clear understanding and sound knowledge of management fundamentals.
* Knowledge and understanding of Plan’s vision, mission values.
* In-depth understanding of Child Protection, Case Management, YEE or Education
* Sound knowledge of principles and strategies for project management

***Skills & Ability***

* Visioning, strategic planning & execution
* Critical thinking, analysis, reasoning & decision-making
* Leadership and Management
* Managing work relationships (internal/external)
* Communicating, one to one & in groups, written & verbal, presentations and reports in English; knowledge of Bangla would be necessary;
* Budget management and assessment of financial operations in humanitarian situations
* Facilitation, negotiation and networking
* Demonstrate tact and discretion at all times
* Persuasion and ability to influence.
* Ability to represent the organization at key external and internal events when required.
* Ability to solve problems, handle setbacks and pressure
* Ability to use basic office electronic equipment & computer applications
* Fluency in English, written and spoken. Understanding and speaking local language of Cox’s Bazar or Chittagong is an advantage.

Plan International’s Values in Practice

**We are open and accountable**

1. Promotes a culture of openness and transparency, including with sponsors and donors.
2. Holds self and others accountable to achieve the highest standards of integrity.
3. Consistent and fair in the treatment of people.
4. Open about mistakes and keen to learn from them.
5. Accountable for ensuring we are a safe organisation for all children, girls & young people

**We strive for lasting impact**

1. Articulates a clear purpose for staff and sets high expectations.
2. Creates a climate of continuous improvement, open to challenge and new ideas.
3. Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
4. Evidence-based and evaluates effectiveness.

**We work well together**

1. Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
2. Builds constructive relationships across Plan International to support our shared goals.
3. Develops trusting and ‘win-win’ relationships with funders, partners and communities.
4. Engages and works well with others outside the organization to build a better world for girls and all children.

**We are inclusive and empowering**

1. Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
2. Builds constructive relationships across Plan International to support our shared goals.
3. Develops trusting and ‘win-win’ relationships with funders, partners and communities.
4. Engages and works well with others outside the organization to build a better world for girls and all children.

Physical Environment

This position will be based at project office (Kutupalong) with at least two days of every week being spent with the community within the camp or the host community.

Level of contact with children

High level: Frequent interaction with children