



## ROLE PROFILE

Title	Director - Programme		
Functional Area	Programmes		
Grade	E2		
Reports to	Country Director		
Direct Reports	5-7 Team Members		
Functional Link/Matrix Link	Business Development, Rohingya Response Team, Communication and Campaign, Finance, Operations and HR		
Working With	Directors/CMT Members, Regional Technical Team, Technical Staff, GH, 10-12 National Organizations, Multisectoral Programme and Funding Partners, Government, Media, Private Sectors, CSOs, and Network		
Location	Dhaka, Bangladesh	Travel required:	At least 40%
Effective Date	July 2024		

## PLAN INTERNATIONAL PURPOSE

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls. We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. And its girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children.

Plan International Bangladesh envisions a 2030 where children and youth, particularly girls and young women, are recognized as leaders of change in gender norms and can make decisions about their lives. Our country strategy, launched in July 2020, focuses on empowering girls and young women to be heard, live without fear of violence, and achieve their rights. Our significant achievements to date include gender-transformative actions, humanitarian response to the Rohingya crisis and natural disasters, climate and disaster resilience, building our evidence base, and effective advocacy from local to international levels, as well as evolving our partnership approach.

We are committed to supporting children and youth, especially girls and young women, throughout their journey from childhood to adulthood. Over the next six years, we will amplify and support the role of girls and youth from all identities in a greater social movement. This will enable them to step out of prescribed gender roles, break the poverty cycle, and manage acute shocks and stressors, including those brought about by climate change. To achieve this vision, PIB must ensure a high-quality, high-performing team to deliver world-class programmes.

## ROLE PURPOSE

The Director- Programmes will provide strategic leadership and direction for Plan International Bangladesh's programmes, ensuring alignment with the organization's purpose of empowering girls and young women to be heard, live without fear of violence, and achieve their rights. The role is pivotal in advancing the vision where children and youth, especially girls and young women, are recognized as leaders of change in gender norms and decision-making about their lives. The must ensure that programmes deliver impact are gender transformative, have clear influencing strategies, and fully implement cross-cutting themes of child and youth leadership, gender & inclusion. The position reports to the Country Director and is one of members of the Country Management Team (CMT).

The post holder will take the lead role ensuring support and collaboration with other teams. This approach ensures supporting and fostering collaboration of team members from different programme and operational hubs to work collectively to deliver the country strategies ambition and value proposition.

The Director- Programme will need to work very closely with the Director Business, Partnership and Innovation (D-BPI) on business acquisition and quality assurance; the Director Finance and Operations (D-F&S) on operational and risk & compliance issues; the Director Influencing, Campaign and Communications (D-ICC) and the Monitoring, Evaluation, Learning and Research Team.

## DIMENSIONS OF THE ROLE

1. Director-Programme will lead the programme (development) covering all over Bangladesh including setting ambition, and define scale of programme in coordination with Humanitarian and other Directors of Plan International Bangladesh
  2. The post holder will lead, guide and make sure that programme team develops high quality programme/project concept/proposals in collaboration with BD team to raise and secure 20 million EUR annually with a upward growth (at least 10%)
  3. The post holder will ensure that quality programme implementation is being happening, and programme team is creating evidences, knowledge products, and developing report and documentation for donors, government, regional and PIB/PII
  4. The post holder will lead sponsorship communication and programme bringing innovation, and piloting the product and leveraging with PII global commitments
  5. The post holder will lead and line manage a team comprising with 5-7 members e.g. Technical Programme Advisors, Deputy Director/ Programme Managers (subject to funding). Matrix manage/functionally link with different technical teams as and when required and also defined by the needs.
  6. The post holder will effectively manage programme finance including budget planning, preparation, monitoring and ensure that finance report is linked with programme; effective administrative and logistics systems are ensured during programme/project cycle management.
  7. This role will be part Country Management Team and contribute to Plan International's understanding and strategic direction in the country aligning with regional and global strategy.
  8. Director programme will collaborate with other CMT members and Directors/Heads and Country Director for all program resource mobilisation, donors' coordination, influencing needs, finance and operations, compliance, human resource management, etc.
  9. This role will maintain relations, coordination and collaboration for influencing, advocacy, resource mobilization, and networking purposes within (e.g. Regional Hub, Global Hub, national organization) and outside Plan International (e.g. government, network, media, CSOs, private sectors, programme and funding partners).
- As a leadership role, Director-Programme will uphold Plan's value based leadership guided by feminist principles. The position holder will lead by example, practicing the values in terms of programme management, working with partners, leading team and also working with external stakeholders as well as building an inclusive workplace culture.

## ACCOUNTABILITIES

### **Strategic Leadership and Programme Development**

- Set the programme vision and lead the design and implementation of integrated programme strategies that align with Plan International's global strategy, regional priority and the Country Strategy for Bangladesh.
- Ensure that programmes address priority areas such as Inclusive Quality Education & Early Childhood Development, Sexual & Reproductive Health & Rights, Youth Economic Empowerment, and Gender, Diversity, Inclusion & Protection.
- Develop and manage partnerships with government entities, NGOs, and other stakeholders to maximize programme impact.
- Lead the programme vision, undertaking monitoring and periodic review. Lead processes with other key stakeholders, internal and external to continually test the relevance and impact of the overall country strategy
- Ensure new programme planning and design processes are embedded within the over-arching vision of the country strategy and translated into funded projects and programmes
- Develop, manage and increase Plan International Bangladesh's institutional funding portfolio and income to meet the targets outlined in the country strategy and annual plans in collaboration with the business development and other teams.
- Monitor and evaluate programme performance, ensuring continuous improvement and learning
- Manage budget both institutional and sponsorship funding ensuring relevance to the country strategy, internal and external compliances.
- Substantially contribute and lead from development programme team to the creation, maintenance and implementation of an innovative and ambitious institutional fundraising strategy with clearly articulated targets in coordination with Strategy, Partnership and Innovation team.
- Actively liaise with Plan International National Offices and the regional team to maximize synergies and application of programme best practice
- Support to and closely work with influencing and humanitarian team to define strategy and implementation of plan of influencing strategy, and humanitarian and DRR strategy
- Lead and transform our programme delivery model to ensure that we remain relevant and incorporate localization best practice.
- As per Plan's localization commitment, ensure all programme strategies and projects are embedded localization and partnership approach and partners are fully capacitated with all programme priorities of PIB for effective designing, and implementation of programmes and projects.

### **Programme Management and Coordination**

- Provide overall leadership and management of programme teams to deliver high-quality, impactful interventions.
- Oversee the implementation of all programmes, ensuring they are delivered on time, within scope, and within budget.
- Coordinate with various teams to ensure that programmes are effectively integrated and support each other's objectives.
- Ensure that programme activities are compliant with donor requirements and Plan International's policies and procedures.
- Ensure robust monitoring and evaluation systems are in place to track progress, measure impact, and inform adaptive management.
- Oversee the financial management of programmes, ensuring efficient use of resources and compliance with donor requirements.
- Ensure that all programmes and projects are implemented and managed in a manner which achieves the programme/project goals, in line with Plan International policies and procedures and demonstrate sound resource management.
- Ensure that programme and project partnerships are based on equity, transparency, mutual benefit, diversity and accountability.

## **Advocacy, Policy, Media and Representation**

- Work with the Country Director and Director Influencing, Campaigns and Communications in the development of constructive working relationships with donors, UN bodies and Government representatives to build international and public profile and ensure positive coverage
- Work with the Director ICC and the MEL Manager to ensure that high quality programme evidence research and position papers are developed, that support the positioning of Plan International as a through leader on girls rights.
- Lead advocacy efforts at local, national, and international levels to influence policies and practices that benefit children, particularly girls and young women.
- Represent Plan International Bangladesh in relevant forums and networks to raise the profile of our work and influence key stakeholders.

## **Networking and Representations**

- Represent Plan International Bangladesh in relevant forums, networks, and meetings to raise the profile of our work and influence key stakeholders.
- Build and maintain relationships with government agencies, NGOs, donors, community leaders, and other key stakeholders.
- Participate in national and international conferences, workshops, and meetings to share knowledge, learn from others, and build strategic alliances.
- Act as the main point of contact for external stakeholders on programme-related matters.

## **Team Leadership and Capacity Building:**

- Build and maintain a high-performing programme team through effective recruitment, capacity building, and performance management.
- Manage and mentor a team of programme staff, fostering a collaborative and inclusive working environment.
- Ensure staff have the necessary skills and knowledge to implement high-quality programmes.
- Foster a collaborative and inclusive team culture that encourages innovation and learning.
- Ensure staff have access to professional development opportunities to enhance their skills and knowledge.
- Ensure guidance, motivation and mentorship to the team members for their individual work, as well as achieving team's and organizational objective following values and principles of PII.

## **Safeguarding Children and Young People and Gender Equality and Inclusion**

Ensures that Plan International's global policies for Safeguarding Children and Young People and Gender Equality and Inclusion 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:**

- Other staff, including members of the Country Management Team, Head of MEL Manager, Country Finance Manager, Country Safety & Security Manager, Localization & Partnership Advisor
- National Offices program departments (National Offices are the member organisations of Plan International).

### **External:**

- Other INGO leaders and networks.
- Government, UN and donor representatives

## TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

### Essential

- University degree in a relevant field such as Development Studies, Social Sciences, Environmental/Disaster Management/Humanitarian, Public Health, Gender Studies, etc.
- At least 15 years of senior management experience in international development /humanitarian work at domestic and international level. Or, 10 years experiences with 2-3 years international exposure at management/leadership level.
- Hands on experiences on gender, diversity and inclusion, child rights, youth & economic empowerment, health/SRHR will be an advantage.
- Proven track record of successful programme strategy development, programme design, implementation, reporting and evaluation.
- Hands on experiences on resource mobilization/fund raising
- Experiences in integrated programme advocacy, policy influencing, and partnership building.
- Demonstrated ability to lead and manage large, diverse teams.
- Strong programme budget planning, preparation, monitoring and financial analysis skills.
- Commitment to Plan International's values and mission, particularly in promoting gender equality and inclusion.
- Proven ability to manage diverse teams, creating a sense of trust, empowerment and professional growth.
- Must be able to balance the need for strategic focus and impact, with a high level of attention to detail – must be able to develop and manage detailed plans and budgets in accordance with contractual requirements
- Strong commitment to gender equality and high level of personal awareness and sensitivity to gender issues.
- High level strategic leadership, planning and thinking skills.
- Highly developed analytical and problem-solving skills.
- High level of reporting, documentation and knowledge management skill
- Behavioral role model for others, demonstrating Plan International's core values of empowerment, inclusiveness and accountability.
- Excellent communication skills with partners and proven ability to work effectively with national partner organisations and senior government partners
- Must be able to work effectively across functional units and to support colleagues to work effectively across functional units.
- Strong interpersonal and cross functional team work

### Desirable

- Programme experience in at least two of Plan International's main areas of programmatic focus: SRHR, youth economic empowerment, gender, early childhood development, youth leadership, child protection
- Localization and Partnership brokering

## PLAN INTERNATIONAL'S VALUES IN PRACTICE

### **We are open and accountable**

We create a climate of trust inside and outside the organisation by being open, honest and transparent. We hold ourselves and others to account for the decisions we make and for our impact on others, while doing what we say we will do.

### **We strive for lasting impact**

We strive to achieve significant and lasting impact on the lives of children and young people, and to secure equality for girls. We challenge ourselves to be bold, courageous, responsive, focused and innovative.

**We work well together**

We succeed by working effectively with others, inside and outside the organisation, including our sponsors and donors. We actively support our colleagues, helping them to achieve their goals. We come together to create and implement solutions in our teams, across Plan International, with children, girls, young people, communities and our partners.

**We are inclusive and empowering**

We respect all people, appreciate differences and challenge inequality in our programmes and our workplace. We support children, girls and young people to increase their confidence and to change their own lives. We empower our staff to give their best and develop their potential.

**PHYSICAL ENVIRONMENT**

Based at Bangladesh Country Office with significant in-country travel and periodic international travel.

**LEVEL OF CONTACT WITH CHILDREN**

Mid contact: Occasional interaction with children

**COUNTRY MANAGEMENT TEAM ORGANOGRAM**

