



## JOB DESCRIPTIONS

Title	<b>Program Manager - Youth and Economic Empowerment</b>		
Functional Area	<b>YEE</b>		
Reports to	Deputy Director Programmes.		
Line Supervisee	Project Manager/Officer YEE		
Location	<b>Cox Bazar</b>	Travel required	
Effective Date	July 2019	Grade	D2

### ROLE PURPOSE

Working in 52 developing countries across Africa, Asia and the Americas, Plan International aims to reach as many children as possible, particularly those who are excluded or marginalized with high quality programs that deliver long lasting benefits by increasing its income, working in partnership with others and operating effectively.

Plan international Bangladesh is currently implementing its fourth country strategic plan (CSP-IV) developed for five years covering the period of 2016 to 2020 towards a longer term vision of a Bangladesh where “Children and Youth (irrespective of ethnicity, location, gender, religion, disabilities or sexual orientation) grow up in a safe, protected, enabling environment where their rights are realized and their voices heard and valued.”

We will contribute towards this vision by designing and implementing quality programmes and projects in major areas following right based approach. These major areas are: right to health, right to quality education, right to protection, right to WASH, right to prevention and protection from disasters and climate change and assistance in emergencies, and right to youth and economic empowerment.

The purpose of this position is to provide strategic and technical support to the program teams and concerned partners for field level implementation and monitoring as per set quality-standards of Youth Economic Empowerment interventions towards improvement of the socio-economic circumstances of marginalized and poor youths with a particular focus on skills development, self and wage employment in decent jobs.

Under the direct supervision of Deputy Director Cox’s Bazar Programme, the Manager - YEE will act as a focal person for ensuring the implementation of all aspects under youth economic empowerment program. This role includes co-chairing the Youth Working Group under the Education Sector.

### DIMENSIONS OF THE ROLE

In collaboration with the Education in Emergencies and Child Protection in Emergency Program Leads, the Programme Manager YEE will be responsible for the oversight and technical management of the youth economic empowerment program including activity budget and quality through direct

and partner implementation. S/he will communicate frequently with Deputy Director Programme for expenditure, reporting and donor compliance. S/he will communicate with the program team and partner organizations, Sub-sectors, Cash working group, ISCG as well as with government officials at local level. He/she will take proactive stance in identifying and mitigating Child Protection related risk in the implementation of the project interventions and will represent Plan at the District and Sub District Level. She/he will co-lead for Plan the ISCG Youth Working Group in partnership with UNFPA and Unicef. Responsibilities will include the development/adaptation of capacity building modules, tools, and other materials as needed.

## ACCOUNTABILITIES

### 1. Assessment and Program Design

- Lead on youth economic empowerment assessment as needed in intervention target areas including collect and evaluate information on youth economic empowerment and the living conditions of the most marginalized populations
- Identify the needs of the most vulnerable populations and lead the process of local level job market scan
- Highlight YEE related issues requiring an immediate or medium term response and inform program development and fundraising.
- Propose how to meet these needs at a project level.
- Actively coordinate with other agencies implementing youth economic empowerment projects
- Have regular planning meeting with team, Identifies needs for specific trainings and skills strengthening required by young unemployed people (through Coordinating community campaign, individual contact, FGD etc.)
- Ensures adequate number of target youths are identified and linked with different skills development/ employment sources/ financial institutions. Review, assess and update the in areas affected by emergency (camps sites and host communities) (including, but not limited to – depending on the context – access and barriers for vulnerable groups including girls and children with disabilities, conflict sensitivity, community participation)
- Work in close collaboration with the technical counterpart, CPIE PM, EIE PM and Technical Leads, Advisor and other program specialists to ensure that emergency interventions build upon each other and link in to longer-term programming.
- Provide input to concept notes and required programmatic information to prepare grant proposal, logical framework, budget to support fundraising led by Programme Director, Deputy Director, Business Development Advisor, and YEE technical team

### 2. Management and Implementation

- Prepares monthly monitoring plan and shares with concerned partners and Specialist and Technical Offices;
- Develop Implementation Calendar and make teams' involvement
- Monitors the progress and level of satisfaction of employers and apprentices following the monitoring framework of the project;
- Monitors employment status of beneficiaries including those who have been employed.
- Collects and reviews fund requests from assigned partners and forwards to finance department for processing payment;
- Analyses expenditure (budget Vs actual) on periodic basis; produce reports and ensures targeted expenditure rates.
- Oversee and manage the development/adaptation of vocational training packages and tools
- Identifies needs for specific trainings and skills strengthening required by young unemployed people (through Coordinating community campaign, individual contact, FGD etc.)

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### 3. Management and Capacity Building

- Prepares annual capacity building plan for team, respective partner organizations and finalizes in consultation with Deputy Director Programmes and YEE technical team;
- Organizes and provides orientation, trainings and workshops in the fields relevant for strengthening and/or developing employability skills;
- Provides young people with the access to all available employability opportunities including information regarding opportunities through legal channels (i.e. LGIs, local administration and community) and relevant organizations for skills development opportunities, application process, information on benefits and future prospects;
- Ensures that all programs and activities are implemented according to relevant legislation, policies and procedures
- Mentor the Project team on project cycle management and YEE interventions;
- Assess the capacity of the team on a regular basis, suggest and conduct trainings, and propose new recruitments whenever required
- Ensure the team members are trained properly and performing duties according to the procedures
- Supervise the project team, assign objectives and plans of actions and control the quality of their work on a regular basis
- Ensure the HR procedures and documentation are implemented and followed (attendance, leave, appraisal, recruitment, disciplinary actions, ...)
- Respect the security rules specified in the divisional office and security plan, see to it that the team under his/her responsibility complies with the security plan and perform the security management tasks that can be assigned in its protocols.

### 4. Networking and Coordination

- Serve as co-chair of Youth Working Group under Education Sector with UNFPA and Unicef.
- Actively coordinate with other agencies implementing youth economic empowerment projects
- Prepare a local resource map to identify and analyse existing skills development service providers, corporate houses and industries to heightened of their value and potential for playing a major role in helping youth engage and re-engage in skills development and job placement;
- Establish and maintain functional and effective contact and exchange of information with potential employers and youth keeping LGIs in the communication loop
- Provides technical support to partner organizations in program implementation maintaining quality standard of YEE, maintain records on progress reports, and provide technical inputs where necessary.
- As required attend Sector Meetings and represent Plan Internationals Programmes and goals

## **Child Protection, Gender Equality and Inclusion**

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;**

- Deputy Director, Program Managers & Technical Leads, Counterpart at Bangladesh Country Office and other National Offices and the members of the Emergency Response Team as appropriate.

#### **External;**

- Partner & Local NGOs and CSOs
- Peer agencies.
- In-country donors
- Other agencies and groups responding to the emergency, in particular those working in the Education in Emergency & Child protection in Emergency sector.

## **TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE**

### **Knowledge**

- Good knowledge and understanding of DO NO HARM principles and established education in emergencies standards
- Experience with participatory approaches to education, and preferably emergency preparedness, crisis/emergency relief management, or other related area.
- University or masters degree in Anthropology, Social Sciences, Business Studies, Development Studies or related field with good knowledge of microfinance, migration, IDP, International Refugee, Social Cohesion, Human Rights and Humanitarian Law
- Knowledge on working in emergency/fragile context will added value

### **Skills**

- Strong skills in MS word, Excel, PowerPoint and report development
- Budget development and monitoring
- Ability to work under pressure , late hours, weekends and holidays in order to meet the deadline
- Language skills desirable (for example English)
- Good interpersonal skill
- Ability to work independently and as a team player
- About 5 year’s humanitarian experience- specific to the similar role in large scale emergency response

### **Attitudes**

- Committed to Plan International’s core values;
- Strives for lasting impact
- Open and accountable
- Works well with others
- Inclusive and empowering
- Team player and relationship builder.
- A “can do” approach
- Able to work calmly under extreme pressure and at unpredictable hours during emergency response.

### **Core Competencies**

- People Skills: Ability to work independently and as a team player who demonstrates leadership and is able to support and train local and international staff and also able to work with disaster affected communities in a sensitive and participatory manner.
- Communication Skills: Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of Plan. This includes effective negotiation and representation skills.

- Integrity: Works with trustworthiness and integrity and has a clear commitment to Plan's core values and humanitarian principles.
- Resilience/Adaptability and flexibility: Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.
- Awareness and sensitivity of self and others: Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.
- Work style: Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
- Knowledge and skills: knowledge of Plan policies and procedures, Sphere and the Red Cross/ NGO Code of Conduct. Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.
- About 5 year's humanitarian experience- specific to the similar role in large scale emergency response.
- Fluency in English, written and spoken. Bangla an advantage
- Prior experience of working in greater Chittagong Division and knowing the local language 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. We empower our staff to give their best and develop their potential
2. We respect all people, appreciate differences and challenge equality in our programs and our workplace
3. We support children, girls and young people to increase their confidence and to change their own lives.

## PHYSICAL ENVIRONMENT

The post-holder will be expected to travel extensively, sometimes at short notice to join humanitarian responses. It may be required to work late, weekends and holidays in order to ensure timely delivery of programmes.

## LEVEL OF CONTACT WITH CHILDREN

**Mid to high level contact:** *interaction with children*