**ROLE PROFILE**

|  |  |
| --- | --- |
| Title: | Program Manager - Ukhiya |
| Functional Area: | Programme Management & Implementation  |
| Reports to: | Head of Cox’s Bazar & CHT Programme |
| Location: | Ukhiya PO | Travel required: | Yes, 50%. Travel required to camps and host community In Ukhiya and Ramu and occasional Bangladesh country office in Dhaka. |
| Effective Date: | ASAP | Grade: | D2 |

**role PURPOSE**

Plan International is an independent development and humanitarian organization that advances children’s rights and equality for girls. Plan International envisages a world in which all children and young people realize their full potential, a vision now shared by the 193 Heads of State and Government who adopted the 2030 Agenda for Sustainable Development in September 2015. We believe in the power and potential of every child. This is often suppressed by poverty, violence, exclusion and discrimination. Its girls who are most affected. Plan International’s new Global Strategy aims to transform the lives of 100 million girls by implementing an integrated programme and influence approach. In Bangladesh, we have set our vision for 2030 ‘We will partner to empower girls and young women, to be heard, to live without fear of violence and to achieve their rights’. Our country strategy period runs from 2020 to 2030. As a part of the country strategy Plan International Bangladesh has also been implementing programme in Rohingya camps and host communities from the beginning of influx in 2017. Plan International Bangladesh’s programmes in Cox’s Bazar include EiE, CPiE, SRHR/Health, Food security and livelihood in 13 camps, host communities in Teknaf and Ukhiya and other Upazilas under Cox’s Bazar district.

The Programme Manager-Ukhiya is the focal for Ukhiya project office along with the working location of LEAP in Ramu Upazila. The incumbent is mainly responsible for quality and timely implementation of the projects value around 5 million Euro annually under this portfolio. The program manager provides guidance to team for grant management and implementation support to project managers, operational staffs and the partners in their assigned geographic location so that projects are implemented on time with quality. Act as a member of SMT and coordination focal in Ukhiya for collective efforts of the technical team, project management team and support functions. S/he will act as an active member of project design taskforce to provide support to the Head of Cox’s Baxar & CHT Programme, Business Development Team, along with technical team for mobilizing resources. Apart from the project and grants management, s/he is responsible for managing project related stakeholders at Camps, Upazila and district level and Upazila Level Government authorities in Ukhiya Upazila.

**Dimensions of the Role**

* Oversee the quality implementation of project portfolio with a yearly budget envelop around 5 Million Euro. Total budget and number of projects may increase based on the new design.
* Guiding a group of people for managing grants from different intuitional donors and UN Agencies for bringing lasting change in the lives of children, girls and young women in assign areas.
* Ensuring timely approval and certification from CIC, UNO and other relevant authorities
* Managing partners NGOs aligning the partnership principle of Plan International Bangladesh.
* Ensuring the quality data management and PMERL systems are in place.
* Directly manage 5/6 Project Managers based in Ukhiya and supporting the partners led implementation as part of localization commitment
* He/she monitor (and inform Head of Cox’s) of the risks related to statutory and donor compliances at the implementation of the programmes and projects; takes proactive stances in identifying such risks by working with the technical and design teams.
* Representing Plan at sub-district and district level with the relevant stakeholders and network
* Managing and influencing significant external relationships with National Offices (Nos) and donors related to updates, reporting, amendments of the Funding Agreement Document -FAD.

**Accountabilities**

**Project Implementations and Management:**

* Guiding the project team to develop DIP, Procurement Plan, Risk register, Gender Marker and other project management tools with support from Head of Cox’s Bazar & CHT at Plan and partner level. After DIP is in place the Program Manager will monitor implementation, provide support to ensure implementation with focus on quality, compliance and timeliness.
* Hold Project Managers accountable for achieving target and ensuring quality implementation of planned interventions.
* Procurement plan follow up and alert Head of Cox’s if monthly targets are missed.
* Monthly Planning Meeting (Relevant Tech Staff and Project Manager) at field office level to ensure agreed technical support between Tech and Project team at Plan and partners.
* Serve as gap fill for Project Manager when the position is vacant and provide appropriate support to the partners for quality and timely implementation.
* Participate in Program Design Task Force when requested.

**Government Relations (Relationship Building and Collation of Inputs for Speedy Approvals)**

* Build and hold Relationship with CIC as assigned by Head of Cox’s Bazar & CHT Programme for timely approval of need assessment and certification.
* Attend inception meeting at camp level.
* Hold relationship and attend meetings with UNO and ensure approval and certification timely.
* Support Project Managers in meeting compliance of Upazila level such as FD7 visit, reports
* Ensuring support, the Government Liaison Specialist for submission of Government Reporting Requirements and preparing the new FD6 or FD7
* Provide support to project staff members for training/orientation to represent organization at different level.

**Partner Management:**

* Monthly review meetings with Partners – ensure all items under grants management and quality implementation of the project interventions.
* Appropriate and timely communication and coordination for managing risk and compliance
* Identify issues and share with Head of Cox’s and Director-PMI for troubleshooting plan.
* Dealing with partners in line with building better partnership principle and localization commitment

**Monitoring for Quality and Accountability to Affected Populations**

* Ensue all the projects are uploaded in PMERL system and generating report on regular basis.
* Ensure CFFM are used in all projects with at least one set of data/feedback collected monthly
* Work with M&E Specialist to ensure all projects under supervision have AAP plan in place and feedback mechanism are being used. If not, alert Head of Cox’s Bazar.
* Ensure teams are using provided/agreed field monitoring tools and submitting reports after field visits using Monitoring Tools
* Review DIP and progress against indicators at monthly review meeting

**Managing team:**

* Managing performance of 5/6 direct reports (Project Managers) in line with organizational goal and project objectives
* Capacity building of the direct reports and wider team through coaching, mentoring and on-job training and creating learning culture among the team members.
* Ensure enabling and inclusive environment and demonstrating organizational values and culture and feminist leadership principles at work place
* Ensuring that the recruitment processes are efficiently supported as necessary when vacancies arise

**Donor Compliance, Reporting, Grants Management and NO Communications:**

* Timely and regular communication with different (National Offices) NOs for supporting Project Manager on day to day updates and engage Business Development team for any changes in grants and Funding Agreement Document (FAD).
* Receive monthly reporting schedule and coordinate inputs, so that quality reports are submitted on time.
* Work with Project Managers to justify in writing deviations from agreed project document and communicate to BCO Grants team before acting on deviations.
* Monitor progress of grants against DIP. If project is falling behind, alert grants, Head of Cox’s and Director-PMI and Project Manager to call for a meeting to develop remediation strategy.

**Internal Coordination:**

* Programme manager will organize Monthly Meeting at Ukhiya office: Technical team, PMs, Head of Cox’s to review progress and planning.
* Responsible for holding 2 hour all staff meeting weekly.
* Responsible for program area follow-up with relevant technical and settle disputes between relevant technical person and project manager in cooperative way.
* Keep eyes open for strategic opportunities to link technical support across projects.
* Monthly One to One meeting with Head of Cox’s on individual accountability plan.

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;**

* Project Managers – Line Manage
* Reports to Head of Cox’s Bazar & CHT Programme
* Director-PMI
* BD Team at BCO
* Admin and Logistics Manager, ER HR Manager, Finance Manager

**External;**

* Government representatives
* Implementing Partners and other National & Local NGOs and CSOs
* In-country donors
* Peer agencies.

**Technical expertise, skills and knowledge**

**Essential**

* Minimum Masters level educational qualification in development studies, social studies or any relevant subject.
* Minimum 7 years work experience in managing multi-disciplinary emergency response projects, implementation of project with partners
* Proven experience in partnership programme operations and dealing with Government of Bangladesh, civil societies, media and NGO/ CBO
* INGO work experience preferred.

**Desirable**

* Comprehensive understanding of the Humanitarian architecture of the Rohingya Response its operating and regulatory environment.
* Understanding of the socio/political economic and cultural issues of Bangladesh and districts; especially in Chittagong Divisions.
* In-depth understanding of the humanitarian architecture, approaches and tools.
* Clear understanding and sound knowledge of management fundamentals.
* Knowledge and understanding of Plan’s vision, mission values.
* In-depth understanding of Child Protection, Education in Emergencies, SRHR and livelihood programme and Financial and Admin policy and procedures at country and global level.
* 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 preferable;
* 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**

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**

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*