

Job Description

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| **Job Profile:** | |
| **Position:** Director (Programme) | |
| **Reporting to : Executive Director**  **Supervision Responsibilities** : Relevant Senior Programme Staff | **Team:** Member of Senior Management Team |
| **Job Grade:** 10 | |
| **Salary: Tk.**  230,000 per month (negotiable ) | **Time:** Full time to a minimum of 37.5 hours per week |
| **Job Purpose:**  MJF is a multi-donor funded organisation and therefore the Director Programme will be expected to provide overall technical oversight to all projects and themes plus ensure efficient implementation of programmes that MJF has received funding support for with at least 70% time devoted to the FCDO funded Excluded Peoples Rights (EPR) project. (Please visit MJF website [**www.manusherjonno.org**](http://www.manusherjonno.org) for information on different projects.) In addition, the Director (Programme) must lead and motivate team members to promote diversity, inclusion and ensure the highest standards of programming in a culture of efficiency, learning, teamwork, and collaboration. | |
| **Job Summary:**  The Director (Programme) is expected to lead, develop and manage the programme team to achieve the aspirations of Manusher Jonno Foundations strategic plan and priorities (2019-2028). Ensure programme development through effective coordination with all support units such as M&E, Knowledge Management and MIS and provide technical support, and guidance. The Director (Programme) is also expected to maintain knowledge of current human rights challenges, relevant HR international standards, present governance situation in Bangladesh and be fully informed of significant developments and best practices. S/he must establish and maintain contacts with key actors in the field and make use of available resources for gathering and distributing key information. S/he should have a clear concept of the broader definition of governance played out in Government, civil society, and local governance. Moreover, since MJF sees governance as a cross-cutting theme, the incumbent must have the skill and knowledge to advise on mainstreaming governance issues such as transparency, accountability, sound governance practices across all programmes of MJF and partner organisations. Furthermore, have the knowledge, sensitivity, and the right attitude towards other cross-cutting issues such as gender, rights of minorities, and persons with disabilities. | |

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| **Key responsibilities:**  Specifically, but not limited to,   * Director (Programme) is responsible for driving and managing high-quality programme delivery in line with MJF’s strategic direction to achieve the theory of change. * Ensure effective information and decision making flows between management and programming. * Ensure coordination with knowledge management and M&E teams to ensure a) monitoring takes place in a coordinated and effective way to ensure programme team members get the support they need for high quality programming b) support KM team for internal and external knowledge sharing in order to produce high quality knowledge products based on evidence. * Review/develop a MJF’s programme strategy to ensure effective implementation and link with all other thematic priorities. * Supervise and mentors direct supervisees and strive to bring out the best in them in terms of efficiency and collaborative work. * Work with Executive Director on donor engagement and M&E team to ensure submission of high quality reports to them. * Build and maintain effective network and alliances with Government, relevant coalitions, downstream partners, development partners, media) * Ensure that programme areas such as prevention of GBV, rights of marginalised and strengthening of public institutions are prioritized for effective implementation | |
| **Detail Job Requirements:** | |
| *Strategic Programme Lead* | * The Director (Programme) should be a strategic thinker, a strong supervisor, and an inspirational communicator. * Should have proven dedication to the defense and advancement of human rights and deep knowledge of good governance and the operating present political and social environment in Bangladesh. * Work with Executive Director for long term sustainability of MJF. * Work with Senior Management Team (SMT) to develop Action Plan for the roll out of MJF Strategic Plan. |
| *Programme Development* | * Ensure that programme design, implementation, and are responsive to communities, partners, and beneficiaries. * Provide leadership and direction to programme staff and support the Executive Director to strengthen programme implementation, reporting, and accountability following MJF and donor policies & priorities. * Manage and integrate ongoing programmes and administration of programme teams across all thematic downstream partners and other projects. * Ensure programme implementation is on time, on target, and budget, using effective M&E systems to demonstrate the desired impact. * Ensure that regular monitoring of Programme/project activities and project impact is undertaken, following MJF’s Monitoring, Evaluation and Learning Framework, and Guidelines. * Oversee programme implementation strategies, including partnership frameworks, beneficiary targeting, distribution processes and capacity building of partners as needed. * Actively lookout for interesting /innovative concepts and proposals for funding. |
| *Supervise Team and*  *Team Management* | * Provide supervision to all relevant programme & Project persons. Supervision should be at a strategic level to add value to their work. The Director (Programme) will review reports submitted by them and give feedback. * Provide feedback to the relevant supervisees and other relevant programme persons to improve the project performances and monitor the project progress and report regularly. * Work as part of the senior management team and assist Executive Director to deliver on the different donor-funded projects and in meeting goals of the different projects. * Assist Executive Director in making important decisions and lead the overall team. * Build a cohesive team spirit and culture among staff and delegate functions and responsibilities to them while ensuring the programme objectives. * Maintain effective and positive internal communication with MJF staff * Promote accountability, communicate expectations and provide constructive feedback informally and formally via regular one-on-one meetings and performance reviews to staff. * Provides induction, training, coaching, mentoring and advice to supervised staff to ensure that they understand and carry out their responsibilities effectively. |
| *Networking, Linkages and Representation* | * In agreement with the Executive Director, take on a representation role on specific coordination working groups or forums and or events. * Identify, build and manage collaborative partnerships with donors, corporate sector, policy makers, consortium partners, downstream partners, and other stakeholders. * Establish strong linkages with organisations and institutions working on Human Rights and governance issues in Bangladesh and also regional networks. |
| *Capacity Building Knowledge and information sharing* | * Maintain the state-of-the-art knowledge and information on initiatives related to National -International human rights standards. * Develop clarity on the border definition of Governance and analyze the country situation from human rights perspectives. * Clear understanding and knowledge of the functioning of different kinds of institutions, government, NGOs, and the private sector. * Keep abreast of current issues, actors, and initiatives * Keep informed of significant developments and best practices in Bangladesh * Establish and contact key actors and use available resources for gathering and distributing key information. |
| *Governance and Institutional Development* | * Develop, review and ensure implementation of policies, guidelines, and procures that promotes the realization of the organisation's mission, vision, and strategy * Work closely with senior management teams to guide MJF to become a stronger, dynamic, innovative, relevant center of excellence. * Keep informed of decisions made at Governing Board meetings to work with ED to implement those |
| *Policy Management**and Compliance* | * Ensure compliance and transparent use of resources in line with donor and MJF’s regulations. * Monitor adherence to grant agreements, MJF policies, and procedures, and relevant external rules and regulations, including Government * Work with the Director of Finance and Administration to ensure finance, logistics, security, and administrations efficiency. * Work with the Director of M&E, KM, Programme Managers, Coordinators, and Budget Holders on proper budget management, including forecasting and procurement planning. * Work with SMT to Implement all recommendations of reviews, audits etc. |
| *Human Resource management* | * Lead and manage program team to achieve its mandated targets following annual operational plans * Ensure an enabling environment for staff performance, recognition, and reward of the program team to encourage staff productivity, innovation, and performance (e.g., facilities, equipment, duty facilitation, team building, etc.) * Participate in the review of staff job descriptions and setting of performance standards * Assigns performance objectives to supervised staff, conduct comprehensive performance appraisal and provide feedback when necessary * Works with HR Function to identify training needs and development opportunities for supervised staff |
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| **Required Skill and Knowledge:**   * Strong managerial and leadership skills. * Excellent knowledge of issues, context, and challenges facing Bangladesh, and insights on overcoming these challenges. * Deep understanding of the NGO sector with a vision of how the sector can make a difference in the future of Bangladesh * Clear understanding and knowledge of different institutions, government, NGOs, and the private sector and their role to contribute to the development and progress of Bangladesh. * Proven track record of leadership and programme management and organisational skills, including leading a diverse team of staff working on multiple thematic priorities. * Knowledge of current issues, actors and initiatives, and significant developments and best practices in Bangladesh * Strong skills in planning, organizing, problem-solving, with a results-driven attitude. * Ability to foster a strong operational environment around financial analysis, demonstrated team building, information technology, and human resource management. * Ability to delegate appropriate responsibility, accountability, and decision-making authority. | |

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| **Required Experience and Expertise:**   * Understanding of Rights-Based Approaches to Development and programming issues. * Proven work experience in senior management positions * Proven skills of supervision, motivation, teamwork, and inspirational leadership in a multidisciplinary, diverse, challenging institutional context is essential * Experience in managing partnerships. * Experience in the basics of accounting and financial rules/norms, auditing regulations, procurement, and fulfilling project targets. * Experience in influencing policy and running advocacy campaigns. * Ability to engage with media, public speaking on behalf of MJF on the full range of the organisation’s work. * Excellent verbal written skills in English and Bangla | |
| **Attributes** | * + Strategic thinking   + Honesty Integrity and Confidentiality   + Commitment to social justice, equality inclusion and non-discrimination   + Excellent presentation, communications, and negotiation skills   + Networking and coalition management   + Excellent |

**Travel**:

MJF is based in Dhaka with frequent travel within Bangladesh as per requirement.

**Qualification:**

Advance degree in Social Sciences, Gender, Public Administration, etc., with proven experience of working in CSO/NGO or private sector institutions, having a good understanding of Human Rights and Governance programming. Training in Project planning and management. Added qualifications are experience of working with civic movements, coalition building, donor liaison, resource mobilization.

**MJF’s commitment to safeguarding**

Manusher Jonno Foundation is committed to preventing any unwanted behavior at work, including sexual harassment, exploitation and abuse, lack of integrity, financial misconduct, and committed to protecting children and vulnerable adults as per policy. Manusher Jonno Foundation expects all MJF and Project staff, vendors, and consultants, to share this commitment through MJF’s code of conduct. MJF placed a high priority on ensuring rights and uphold respect and dignity.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

Incumbent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: