

MANUSHER JONNO FOUNDATION

Job Description

Job Title: Deputy Program Manager, Grade 7

Job Summary:

As a member of SAMPREETI team, the Deputy Program Manager (DPM) is responsible to support the implementation of the project, manage the grants and supervise the grantees under the supervision of the Program Manager. The DPM will assist the grantees in proper implementation of the activities as per plan. The DPM will be in constant touch with the grantees and will provide feedback on program planning, monitoring and technical support and strengthening networking among them. The DPM is responsible for report preparation and dissemination of the best practices in implementing programs. S/he must be able to establish and maintain contacts with key actors as well as make use of available sources for gathering and distributing key information.

SL	Responsibilities	Tasks
1.	Grant Making	<ul style="list-style-type: none">• Assist in call preparation• Review grant applications• Make recommendations for pre-selection to program manager• Carry out assessment visits to pre-selected grantees• Support the grant making process, ensuring efficiency, effectiveness and adherence to GCERF's grant making principles• Implement with care due diligence and risk assessment procedures to inform the selection of potential grantees• Provide technical guidance and support to potential grantees for grant making process• Support grant development and negotiation prior to the signing of grant agreements with grantees• Support preparation of documentation for recommendations to GCERF and MJF board
2.	Grant Management	<ul style="list-style-type: none">• Accompany grant implementation by grantees• Support the regular monitoring of grant implementation• Carry out assessment visits of grantees• Support reporting on the grants
3.	Project monitoring and necessary support to the grantees	<ul style="list-style-type: none">• Day to Day regular support to the grantees carrying out the activities of MJF under the project• Regular field visit for progress monitoring of the grantees.• Identify gaps and provide necessary feedback to grantees• Track the progress towards achieving the objectives• Contribute to preparation and ongoing adaptation of plans as agreed with the program manager
4.	Reporting and documentation	<ul style="list-style-type: none">• Preserve all relevant documents• Prepare field visit report and support sharing findings as appropriate.• Support the production of reports regarding program implementation

		<ul style="list-style-type: none"> • Support coordination and preparation of the monitoring plan and report
5.	Communication and networking	<ul style="list-style-type: none"> • Regular communication and coordination with grantees • Support communication and networking with relevant organizations • Support knowledge sharing with all relevant sectors regarding PVE • Share and disseminate information within the organization.
6.	Capacity building and advocacy	<ul style="list-style-type: none"> • Provide capacity development support to the grantees and other relevant agencies on project related issues • Assist grantees to facilitate local and national level advocacy development issues • Support partner to prepare effective IEC and BCC materials
7.	Others	<ul style="list-style-type: none"> • Any other assignment given by the supervisor or GCERF

Authority

Report to Program Manager - SAMPREETI

Key Contacts and relationship:

Executive Director, Directors (Capacity Development, Human Rights and Governance) Advisor, Monitoring & Evaluation, Finance & Admin. Head and others members of MJF as appropriate. GCERF secretariat.

Working Conditions:

Based in Dhaka with frequent travel within Greater Dhaka and necessary travel outside Dhaka in Bangladesh

Qualifications:

- a. Masters in Social Science or any relevant discipline is the minimum qualification.
- b. Demonstrable fluent written and spoken English
- c. Understanding, experiences, knowledge of General development and specific on PVE an advantage
- d. Experience of managing development programme at least 8 years including planning, budgeting monitoring and evaluation.
- e. Good understanding of Youth Development issues, Education systems, Sports and Culture, gender, community mobilization, networking with government, NGOs and donors.
- f. Working experience with youth population at university level (public, private and/or college university)
- g. Ability to manage process effectively, and to work under pressure and maintain strict deadlines.
- h. Fluent in Bengal also having computer skill on MS Word, Excel.
- i. Experience in training/workshop facilitation.
- j. Personal involvement with youth platforms of debate, cultural and sports organization will be considered as added value
- k. Holding a pluralistic and inclusive moral value to promote social harmony.
- l. Excellent interpersonal communication skill and ability to work independently but also as part of a team.

Duration: Up to July 2019 with a probability of extension.

Salary and Benefit: An attractive salary will be given as per MJF policy

Female candidates are highly encouraged to apply.