

MANUSHER JONNO FOUNDATION

Job Description

Job Title: Program Manager, Grade 8

Job Summary:

As the team leader of SAMPREETI program the Program Manager (PM) has overall responsibility for leading the team and representing and managing the program. The PM will manage the GCERF team hosted by MJF and will report directly to the GCERF directorate for objectives and goals. SAMPREETI is a new grants programme which requires a creative and innovative PM who is a quick learner, able to experiment with new approaches, and adapt activities and their own management style accordingly. Effective people management, budget management and representation skills are essential aspects of this role. This position reports to Program Coordinator- MJF for everyday management and compliance issues and to line manager in GCERF secretariat for objective, goals and technical and programmatic guidance.

Responsibilities and Tasks:

SL	Responsibilities	Tasks
1.	Human Resource Management	<ul style="list-style-type: none"> • Manage a team of approximately 7 people, including 2 deputy program managers, 1 deputy manager-M&E, 2 Assistant manager-Grants, 1 Assistant manager-Admin and support staff • Recruit staff and ensure their training, capacity building and performance management • Motivate and inspire team • Organise and adjust division of work to achieve goals
2.	Grant Making	<ul style="list-style-type: none"> • Manage call preparation • Supervise grant applications review process • Ensure that the due-diligence process to assess pre-selected partners is completed in accordance with MJF and GCERF policies and principles • Make recommendations for pre-selection to GCERF secretariat • Manage the grant making process, ensuring efficiency, effectiveness and adherence to GCERF's grant making principles • Ensure the provision of technical guidance and support to potential grantees for grant making process • Supervise grant development and negotiation prior to the signing of grant agreements with grantees • Ensure the preparation of documentation for recommendations to GCERF and MJF board
3.	Grant Management	<ul style="list-style-type: none"> • Supervise grant implementation by grantees • Manage the regular monitoring of grant implementation • Manage reporting on the grants
4.	Project monitoring	<ul style="list-style-type: none"> • Liaison with GCERF M&E to test hypotheses and approaches • Ensure regular field visit for progress monitoring of the grantees • Identify gaps and supervise provision of necessary feedback to grantees

		<ul style="list-style-type: none"> • Ensure the tracking of progress towards achieving objectives and make necessary adjustments • Adjust goals and activities in the light of lessons learned • Prepare and adapt plans as necessary
5.	Budget Management	<ul style="list-style-type: none"> • Support budget planning, monitoring, review and revision processes • Approve expenditures in line with budget • Ensure correct use of program funds
6.	Reporting and documentation	<ul style="list-style-type: none"> • Establish systems for accessing and preserving all relevant documents • Finalise field visit reports and share findings with respective authorities • Ensure high quality reporting regarding program implementation • Coordinate the monitoring plan and preparation of monitoring report
7.	Representation, communication and networking	<ul style="list-style-type: none"> • Represent the program in relevant external fora • Represent MJF and GCERF as requested • Ensure regular communication with grantees • Communication and networking with relevant organizations and ministries • Knowledge sharing with all relevant sectors regarding PVE • Share and disseminate information both internally and externally
8.	Capacity building and advocacy	<ul style="list-style-type: none"> • Ensure provision of capacity development support to the partners and other relevant agencies on project related issues • Coordinate assistance to partners to facilitate local and national level advocacy development issues
9.	Others	<ul style="list-style-type: none"> • Ensure all activities are carried out in compliance with MJF and GCERF policies and principles • Any other assignment given by the supervisor or GCERF secretariat

Authority

Report to Program Coordinator- MJF for everyday management and compliance issues and to line manager in GCERF secretariat for objective, goals and technical and programmatic guidance.

Key Contacts and relationship:

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

Working Conditions:

Based in Dhaka with frequent travel within Greater Dhaka and other travel as required.

Qualifications:

- a. Masters in Social Science or any relevant discipline is the minimum qualification.
- b. Demonstrable fluent written and spoken English.
- c. Experience of staff management in complex organisational structures.
- d. Understanding, experiences, knowledge of General development. Specific knowledge of PVE and/or experience working with youth population at university level is an advantage.

- e. Experience of managing development programme at least 12 years including planning, approval of expenditure and budget management, report writing, M&E. Experience of starting up a new programme will be an advantage.
- f. Attention to detail and ability to manage priorities and respect deadlines.
- g. Adaptable, innovative, problem-solver and a quick learner.
- h. Good understanding of Youth Development issues, Education systems, Sports and Culture, gender, community mobilization, networking with government, NGOs and donors.
- i. Ability to manage process effectively, and to work under pressure and maintain strict deadlines.
- j. Fluent in Bengal also having computer skill on MS Word, Excel.
- k. Experience in training/workshop facilitation.
- l. Holding a pluralistic and inclusive moral value to promote social harmony.
- m. 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.