

Job description

Job title: Citizens Capacity Development Manager (CCDM)
(100%)

1. Project integration

Project Unit	Project coordination Unit
Wage scale	TBD
Location	Dhaka, Bangladesh

2. General description of job

CCDM is responsible for implementing and overseeing the citizen engagement component of the programme including strengthening the capacity of the targeted two NGOs to effectively mobilize and train communities in two targeted districts to engage with local government. The incumbent will manage the whole activity of two National partner NGOs.

3. Specific tasks and responsibilities

RESPONSIBILITIES	TASKS
1. Capacity building of two national NGOs and coordination of activities 40% of time	<ul style="list-style-type: none"> - Supporting the two NGOs to design and deliver listed outputs of the programme <ul style="list-style-type: none"> • Develop respective ToR for each institution • Discuss with each organization ToRs and agree on principles of work • Develop an action plan of implementation with specific deadlines and deliverables - Provide training on Sharique tools and coach institutes staffers (assigned to Sharique) on the essence of the tools and core parts - Discuss collectively with institutes possibilities for adjustments of Sharique tools and make joint decisions if changes need to be done on tools - Assess the organizations' needs for capacity building and organize training and mentoring from inside of Sharique or from outside - Other activities as needed
2. Management, supervision and monitoring- 40%	<ul style="list-style-type: none"> - Oversee delivery of trainings across the Unions of two districts, coach and provide technical assistance and mentoring to the two national NGOs - Lead implementation of the project's citizen engagement component, working collaboratively with the two NGOs and with the other project team members, especially the team of district based capacity building. - Manage the NGOs contracts regarding the deliverables and quality control and advise contract officer on instalments and other issues related to the contract management - Working with programme's actors (including National institutes such as IPF, NILG, NAPD) on enhancing coordination across all outcomes of the project - Regular field visits and monitoring of activities in the field - Bi-monthly meetings with NGOs management and contact persons to review progress, bottlenecks and make corrections to action plans if needed

4. Competency profile

1. Basic education

Mandatory

- M.Sc. in Social, Political or Economic Sciences and/or Development Studies

Desirable

- Master's degree in relevant subjects from a renown international university outside of Bangladesh

2. Further training or specific skills

Mandatory

- Specific training in citizens participation, civil society , local governance
- Strong skills in presentation, public speaking, negotiation and conflict mitigation
- Strong skills in writing both in English and Bengali

Optional

- Specific training in gender and rights based approaches
- Specific knowledge in citizen participation and accountability mechanisms
- Charismatic leader and orator

3. Professional experience

Mandatory

- A minimum of 6 years relevant work experience in international organizations with strong reference from similar local governance or citizen participation/community engagement related assignments;
- Proven records of managing independently tasks, particularly managing institutions and contracts
- Demonstrated ability to work on strict deadlines, proven record of being highly organized, efficient and result oriented
- Strong training competence with proven knowledge of training needs assessment, training design delivery and evaluation

Optional

- Demonstrated competences of taking initiative, which resulted in major success for the organization
- Demonstrated capacity of innovative thinking
- Ability to inspire enthusiasm, lead, and aspire teams to successful results

4. Methodological and/or leadership competencies

Mandatory

- Project cycle management, project administration, coaching facilitation skills, methods and tool to promote good governance and gender and rights based approaches
- Training design, delivery and evaluation

Optional

- Success story writing
- Big event facilitation

5. Social and personal competencies

- Outstanding social, team building and communication skills

6. Languages

Mandatory

- English (fluent) verbal and written
- Bengali (fluent) vernal and written

7. IT skills

Mandatory

- Standard IT skills

Optional

- IT skills in power point presentation, newsletter design

Signatures:

Position holder Date	Signature: name employee
Direct Line Manager Date	Signature: name line manager