



Organization	Islamic Relief Bangladesh
Head Office Address	Bangladesh Country Office: House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, islamicrelief.org.bd
Vacancy Title	Deputy Programme Manager
Number of Vacancies	1
Working Place	Noakhali, Hatiya (Bhasanchar) with frequent field visits to Ukhiya, Cox's Bazar & Dhaka
Program Name	Humanitarian Crisis Response
Nature of Role, Nationality	Core Staff, Bangladeshi National.
Reporting Line Management	Programme Manager- Humanitarian Crisis Response (HCR)
Key Contacts	Regular liaison and engagement with Head of Programmes, Partner organizations, Internal & Institutional funding partners, Different Unit/program Heads/Lead/In-charges, and external bodies.
Employment Status	Full time
Contract Duration	Initially for six months, upon review & Satisfaction, it will be extended.
Benefits & Allowances	10% hardship allowance upon monthly salary, Mobile bill, Tour allowance/Per-diem, Provident fund, Weekly holidays, Insurance coverage (IPD, OPD, Life, DB, CIB), Festival Bonus, Long Service Awards, Leave (Annual, Casual, Sick, TOIL/CTO, Maternity, Paternity, and R&R) and Gratuity, etc. Accommodation will be provided by Islamic Relief Bangladesh (only applicable for Bhasanchar)
Job Context	This new position is being created within Islamic Relief Bangladesh to provide leadership and direction to the Bhasan Char program team. The position aimed to harmonize different projects associated with the recent humanitarian crisis (Rohingya) and build synergies across various stakeholders. The incumbent is also expected to ensure Thematic & strategic leadership, identify opportunities for program expansion, cultivate donor relationships, Strategic Staff Management, and ensure high-quality program delivery.

Organization History:

Islamic Relief Worldwide (IRW) - founded in 1984 and based in Birmingham, UK - is an independent humanitarian and development organization. It supports the world's most vulnerable people in their fight against poverty & suffering regardless of race, political affiliation, gender, or belief, without expecting anything in return. It is a signatory to the International Red Cross and Red Crescent Movement Code of Conduct.

IRW has a presence in 45 countries across the globe. Some organization funds come from individual donations and others from institutional donors such as the DFID, EU, SIDA, CIDA/IDRF, Forum Syd, WFP, UNICEF, and ECHO. Islamic Relief (IR) started working in Bangladesh in 1991 to help the distressed survivors of the devastating cyclone by providing emergency relief and supporting communities to rebuild after that cyclone. Initially, it focused on emergency relief & disaster preparedness activities. Later on, it expanded its programs on both humanitarian and development challenges. Now it works in an integrated manner combining emergency humanitarian assistance, short-term work opportunities, shelter support, awareness & training on different DRR, climate change, development, health & hygiene and social issues, cash grants, IGA means, health & nutrition, safe water & sanitation, education, advocacy and linkage with different service providers. As a registered charity, IR is open and transparent; it continually assesses its work and operational methods to improve impact and effectiveness. Islamic Relief values and commitment to safeguarding: IRB is committed to preventing any unwanted behavior at work, including sexual harassment, exploitation, abuse, lack of integrity, and financial misconduct, and committed to promoting the welfare of children, young people, adults, and beneficiaries with whom IRB engages. IRB expects all staff and volunteers to share this commitment through our code of conduct. We prioritize ensuring that only those who share and demonstrate our values are recruited to work for us. All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records checks. IRW also participates in the Inter-Agency Misconduct Disclosure Scheme.

In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse, and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.

Main Duties & Responsibilities:

Objective	Activities	Working & Time Ratio (%)
Strategic Planning and Programme Management for IRB & its partner	<ul style="list-style-type: none"> • Represent IRB in the Bhasan Char Camp in collaboration with different project Managers and unit Lead/In charge. • Facilitate and lead mobilization process with field and technical teams upon receiving a new award, and ensure spending projections and forecasts, procurement plans, and work plans are all developed at the offset • Coordinate, monitor, and supervise all the projects at the Bhasan Char camp and provide recommendations/guidance to the project teams • Monitor/track spending across projects, reviewing projections compiled by Project Managers/lead • Develop, update, and regularly review IRB's Humanitarian program (Bhasan char) operational analysis, consolidating inputs from various units. • Provide technical inputs to review programme strategy, annual work plans, projections, spending, and achievements towards targets to ensure timely and quality implementation. • Organize project inception meetings and periodic project review meetings (mid and final) following the initial mobilization meeting to ensure progress is on track • Monitor and supervise different projects being implemented in Bhasan Char, prepare reports, and provide recommendations and guidance to project staff • Manage a comprehensive activity plan for the designated project(s), including resource needs analysis, covering the time frame of the project proposal • Guide Project Manager & Other Subordinates in day-to-day decision making as requested • Ensure regular monitoring and evaluation assessments against project objectives are conducted and reports made for donors • Oversee project implementation and interact closely with project participants and relevant stakeholders to develop impact stories through field visits. • Ensure day-to-day observation, monitoring, and follow-up of all project activities mentioned in the annual action plan and directed by program management • Conduct regular team meetings and share the knowledge & findings to ensure effective program implementation 	30%
Programme Development, and Reporting for IRB:	<ul style="list-style-type: none"> • Pro-actively Identify opportunities such as the announced call for proposals (CFP/RFP), request for submission of EOIs, etc., from different bilateral, multilateral, and UN donors and other unsolicited funding organizations through team formation, work plan development, monitoring of progress through periodic formal progress review • Review all proposals and program budgets, when necessary, compile proposal inputs from the team members, and assemble final proposal documents before donor submission • Ensure timely submission of high-quality proposals and supporting documentation. • Review progress reports, project completion reports, etc. for different projects and components of IRB as per the reporting schedules and templates and provide support in ensuring timely reporting to donors • Strengthen current donor relations and build partnerships with new donors to support continued donor/portfolio diversification • Work with the Programme Manager to contribute to new program development, including both narratives and budgets, by 	20%

	<p>coordinating and compiling inputs from other technical and support staff.</p> <ul style="list-style-type: none"> • In collaboration with other departments/Units, ensure appropriate management systems are in place in Bhsanchar including, but not limited to, monitoring & accountability, financial oversight, security, health and safety, and Procurement & Log • Provide regular analysis of the context and humanitarian situation for developing project proposals and safety assessments in cooperation with the CMT. • Contribute to the strategic direction of programming through active and ongoing participation in planning meetings and developing strategic documents. • Support the evaluation, documentation, and communication of learning within the organization and seek to share that learning with key stakeholders. • Assist in conducting research, study, data collection and impact assessment as per (MEAL) framework and ensure quality implementation • 	
Partnership & Stakeholder/Service Provider Management	<ul style="list-style-type: none"> • Maintain regular correspondences with the existing partners WFP, and UNICEF, and make joint visits to the food distribution points and schools to ensure quality and standards are maintained according to their policies. • Work with the senior program team to identify current high-priority partners for individual initiatives and projects, their current approaches to partnership development and management, and their near- and long-term goals for current and desired partnerships besides developing a partnership development and management process that meets multiple internal needs • With input from appropriate stakeholders, develop a framework for a prioritized list of strategic partnerships for the Foundation as a whole that will be managed at the central level. • Develop a partnership management system that ensures we continually capture knowledge about our strategic partners (e.g. organization charts, current projects, our understanding of their goals). This partnership management system will likely combine management processes tailored to our work and organization. • Ensuring appropriate follow-up is required from the program team of the partner to ensure smooth project intervention implementation & as well as Free from all zero tolerance issues. • Ensuring that partners are adequately trained and developed for their roles & Compliances. 	10%
Developing the capacity of IRB Staff & Service provider	<ul style="list-style-type: none"> • Provide leadership and direction to the Team through proactive engagement, communication, and direction • Ensure all personnel-related issues for the designated project(s) staff are carried out by IRB policies/guidelines. This includes recruitment, performance appraisal, objective setting, development and training, disciplinary action, etc. • Develop strategic objectives and work plans, IAP of the unit through the active participation of the team members. • Ensuring that each team member fully understands the expected outcomes and that they are aware of the success criteria that pertain to their work. • Ensuring that work is planned and organized to meet staff's needs at the Islamic Relief Field Office and in project areas in the most cost-effective manner possible. • Ensuring that team members are given appropriate workloads and are working efficiently. • Supporting team members to enable them to give their best e.g. by encouraging and praising good performance, Coaching, assisting staff to prevent or resolve problems, and providing resources, tools, and equipment. 	10%

	<ul style="list-style-type: none"> Monitoring and reviewing performance and, in particular, holding staff accountable for meeting the success criteria and delivering any improvement goals that have been identified; giving corrective feedback where required, and taking decisive action in the case of poor performance. Ensuring that staff is adequately trained and developed for their roles e.g., by analyzing staff training needs, organizing the delivery of training or coaching, and coordinating the sharing of experience. To train partner staff, especially in program/project implementation. Designing and developing training and development Schedules & plans based on the organization's and the individual's needs. Hold regular team meetings and, through a consultative leadership style and a transparent, honest and supportive communication structure, develop and build an effective team Supports project staff in complying with Child Safeguarding Policy, Policy on fraud and Anti-Corruption Orient the staff on the management decisions, change of policies of IR 	
Budget & Grant Management	<ul style="list-style-type: none"> Serve as the primary budget approver for operational and program costs Review procurement documentation to ensure audit readiness. Responsible for ensuring all costs charged to the project are allowable, reasonable, and correctly allocated, providing oversight and quality assurance. Ensure effective and coordinated budget monitoring/spending reviews occur regularly, coordinating with teams Guide programs and operations teams in monitoring and tracking burn rate to ensure proper management 	10%
Advocacy, Networking, and Coordination	<ul style="list-style-type: none"> Build and maintain effective working relationships with stakeholders in Bhasan char, including the ARRRC office, CIC office, Navy, INGOs, UN agencies, different bilateral multilateral donors, and other unsolicited funding organizations Represent IRB Bhasanchar in external coordination, networking, donor relations, and other forums. Actively participate in relevant networks/task groups on specific issues and represent in the sector meetings Ensure regular and effective communications are maintained within the program, and with the Programme Manager including finance, HRMD, and other departments. Ensure program visibility through quality reporting and contributing to IR webpages and annual reviews. Implement a respective program communications strategy for key external stakeholders and identify avenues for engagement. Ensure strong cooperation with partners and suppliers for effective and contract-compliant program implementation. Support and coordinate the implementation and ongoing development of IRB's new stakeholder engagement strategy and associated policy, working with other IRB colleagues 	10%
Others	<ul style="list-style-type: none"> Responsible for the development and implementation of seasonal (Winterization, Ramadan & Qurbani) & emergency response programs if required Manage and ensure the integration & compliance of IR policies as well as codes, good practices & frameworks of other relevant sectors - administrative, health, safety, security, etc.; Regularly review the existing guidelines and add new ones as necessary to ensure compliance with legislation or where desirable as good practice. Implement the safeguarding policy by implementing a safeguarding culture across all program levels. Act as a key source of support, guidance, and expertise in safeguarding for establishing a safe working environment 	10%

	<ul style="list-style-type: none"> Responsible for ensuring team members are appropriately trained, supported, and have access to resources regarding issues that are identified and actioned following the safeguarding policy and procedure Follow the safeguarding reporting procedure if any reportable incident occurs, and encourage others to do so. Responsible for seasonal (Ramadan, Winter & Qurbani) & emergency response programs if require. Perform any other duties assigned by the Supervisor 	
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Person Specification:

The post holder must show a good understanding and sympathy with the Islamic values and principles and commitment to Islamic Relief Worldwide's vision and mission.

Essential:

Knowledge, Skill & Qualification:

- Master's Degree in Development Studies, Social Science, Disaster Management, or any other relevant discipline.
- Practical and extensive financial, Human Resources, and administration management.
- Demonstrated ability to create and maintain effective working relations with host country government personnel, stakeholders, NGO partners, and international donor agencies, local and international staff.
- Ability to understand complex security situations and advise program design accordingly
- Excellent written and spoken English; ability to draft high-quality proposals as well as donor reports
- External stakeholder management (especially with local authorities)
- Proven Expertise in Microsoft Word/ Excel/PowerPoint/
- Excellent Coordination/Advocacy/Networking/Communication Skills
- Facilitation & Decision-Making Skill
- Problem Solving & Thought/thematic Leadership skills.
- Ability to think strategically
- Disposition of a team player.

Experience

- Minimum 12 Years of experience; out of which, at least 5 years of managerial experience
- Substantial work experience in the areas of emergency, protection, and camp/cluster management, especially with displaced/refugees and host communities can substitute education qualification
- Experience in grant writing and fundraising, experience working with the major donors: EU, Forum Syd, OFDA, ECHO, DFID, UN Agencies, etc.
- Experience with relevant donor guidelines

Desirable:

Demonstrates the flexibility and energy that is required for a high level of self-management and awareness

Apply Instruction:

If you believe your qualifications, exposure, and experience match our requirements, and you are dedicated to upholding the values and principles of Islamic Relief, please download the Application Form from the official website (islamicrelief.org.bd), and send the filled-out form to recruits@islamicrelief-bd.org. Please mention only "Position Name" as the subject of the e-mail. Only shortlisted candidates will be contacted for further selection.

EQUAL OPPORTUNITIES:

Islamic Relief Bangladesh considers diversity in the workplace and is a committed equal-opportunity employer. We encourage applications from all suitable candidates **regardless of race, family/ marital status, ethnicity, disability, class, caste, or religion.**