

CAREER OPPORTUNITY

Acid Survivors Foundation (ASF) is a centre of excellence with a vision of Bangladesh free from acid violence, where burn victims, especially women and children, live with dignity.

It is an independent, non-government, non-profit organization, set up as a Trust and registered with the NGO Affairs Bureau of the Government of Bangladesh. It is the only specialized NGO in Bangladesh working to prevent acid and burn violence; empower survivors, especially women and children; and campaign for prevention and elimination of this violence. ASF works with an integrated approach, using a holistic (bio-psycho-social) multi-stakeholder approach backed by research, experience and evidence.

ASF is looking for a qualified female candidate for the following position:

Manager – Program

The Manager - Program will be reportable to Head of Program / Executive Director and will oversee notification & referrals services, rehabilitation programs, advocacy and networking, prevention, partnership management, communication and documentation of above mentioned programs and staff supervision.

Main Duties & Responsibilities:

Program planning and Implementation

Responsibilities:

- Program Planning and develop of program activities based on the overall strategy of ASF
- Make a detail annual work plan based on different programmatic interventions of ASF
- Ensure proper case management process which will lead the survivors are socially and economically reintegrated into society
- Develop & maintain effective relationship with Government especially Dept. of Social Service, Dept. of Youth Development and DACCs for National and local level advocacy
- Develop & maintain effective linkages with NGOs for mainstreaming acid survivors into development initiatives
- Develop & maintain effective relation with different private organizations for corporate social responsibility initiatives for survivors education or rehabilitation support or any types of preventive works
- Ensure coordinate for smooth implementation of notification & referral services, rehabilitation & other development programs, advocacy & lobbying activities in field level and awareness rising programs

Program Management

Responsibilities:

- Play a strategic role for different project management and make a synergy among different projects to achieve overall programmatic goals and objectives
- Facilitate in defining indicators and appropriate timeframes for activities within the objectives of the program
- Coordinate, organize and ensure supportive supervision and guidance in the progress/achievement of the planned activities and take pro active actions on field findings and recommendations in case of deviation.
- Ensure that program evaluation take place; facilitate and support these directly if necessary, and propose program amendments according to recommendations and results
- Develop ToR's, with necessary input for hiring Consultancy Firm/ Individual consultant
- Conduct team meeting to discuss about planned activities, strategies for necessary requirement for smooth operation of the program.

- Works closely with other unit's heads, implementing and strategic partners to facilitate effective communication and co-ordination for proper implementation, to achieve overall goals of the program.
- Ensures that capacity building will be considered in all program activities and ensures that the activities add to the sustainability of the program.

Human Resources Management

Responsibilities:

- Supervise the duties of Assistant managers, program officers/ associates for effective human resource management and ensuring that the delivery of the provided services meets policy requirements and standardization.
- Support HR for selection of program staffs and to prepare job descriptions of the staff with clearly defined responsibilities, reporting requirements and lines of management
- Provide training, guidance, mentoring and coaching to the relevant program staff to build their capacity to achieve results of the different programmatic components
- Support M&E to Monitoring & Evaluate partner activities
- Evaluate job performance of respective staffs that are directly reportable to her.
- Formalize the evaluation in an appropriate way and propose actions resulting from the evaluation.

Administrative and Financial matters

Responsibilities:

- Ensure that program expenditures are in line with the procedures and policies of ASF as well as donors compliance.
- Provide all financial information and documentation in a timely manner for good financial reporting and for the management of the cash flow in the programs.
- Timely informs the Central Support Unit about the required resources and all technical details needed for program implementation, so that procurement or supply can be adequately planned.
- Prepare budget and also monitor to ensure that costs do not exceed allocated funds.
- Review/ check incoming invoices and authorize payments.

Report writing & others:

Responsibilities:

- Prepare quarterly and periodical narrative reports required by the donors and submit these beforehand to the authorized person of ASF for comments and approval.
- Prepare work plan & implement accordingly.
- Oversee the systematic maintenance of files, confidential documents, database, accounts and financial documents.
- Manage problems solve concerns as they arise with agency staff in relevant field.
- Attend seminar, workshop, training, meeting etc. as assigned by the supervisor.
- Represent ASF as and when required.

- ✓ **Carry out any other tasks assigned by the supervisor that may be within the scope of the position to ensure the effective delivery and development of the project.**

Educational Qualification:

At least post graduation from a recognized university preferably in Development Studies, Women and Gender Studies, Mass Communication and Journalism, Economics, Public Administration, Sociology, Social Science or any other relevant discipline of Social Science.

Work Experience:

At least 05 years of working experience at managerial level in an NGO in the field of social development, and or human development and or women rights and or human rights.

Skills, Knowledge & Abilities:

- The incumbent requires knowledge on Gender, violence against women, case management, practices and procedures
- The incumbent requires specific knowledge in the areas of capacity and risk assessment, family dynamics, the impact of trauma, psycho-social functioning theories and practices and child protection theories, models and practices.
- The incumbent must be able to respond or assist in emergency situations and have very good interpersonal, mediation, negotiation and conflict resolution skills.
- She must have well developed organizational, verbal and written communications skills, interviewing and analytical skills and good computer skills.
- This position requires must be flexible, adaptable and able to work independently & effectively in a diversified settings and in a cross-cultural situation
- The incumbent must have an understanding of crisis management and the ability to deal with life threatening situations.

Salary: Monthly salary BDT 70,000/-

Other benefits: Festival bonus, Insurance and others benefits as per Human Resource Policy Manual of the organization

Apply Instructions

- A signed application addressing the Executive Director of the organization.
- A CV with recent photograph

Address for Hard Copy Submission:

Acid Survivors Foundation
Plot-A/5, Block-A Floor- 06, CRP-Mirpur
Mirpur-14, Dhaka.
<http://www.acidsurvivors.org>

Or

Softcopy or Email Submission:

email to hr@acidsurvivors.org addressing, Executive Director, Acid Survivors Foundation mentioning the post applied for in the subject line.

Please mention the post applied for on the top of the envelop.

Application Deadline is on or before 23 April 2018:

Only female candidates are encouraged to apply.