

MANUSHER JONNO FOUNDATION
JOB DESCRIPTION

Job Title: Deputy Manager-Program and Partners' Capacity

Project: Renewed Women's Voice and Leadership (RWVL) Bangladesh

Job Location: Dhaka, with extensive field movement all over Bangladesh

Job Type: Contractual

Position Level: Mid

Report To: Lead, Gender and Diversity

Grade: 7 (Seven)

Gross Salary: BDT (105,000 to 150,000) plus other admissible benefits as per the organization's policy

Funded By: Global Affairs Canada (GAC)

The deadline for submission of the application is 20 June 2026

i) PROJECT BRIEF

The Renewed Women's Voice and Leadership (RWVL) program is a global initiative by Global Affairs Canada. In Bangladesh, MJF has been implementing this project to support local Women's Rights Organizations (WROs), women human rights defenders (WHRDs), and gender-diverse groups alongside feminist networks that promote gender equality and the rights of women and girls in all their diversity. The project follows an overarching framework to support Women's Rights Organizations (WROs) and Women Human Rights Defenders (WHRDs), including trans and non-binary human rights defenders, with a focus on reaching structurally excluded groups such as gender-diverse communities and women and girls with disabilities. The RWVL project aims to incorporate collective care and well-being to counteract the stress, trauma, and burnout faced by these groups who are on the frontline of these crises. This project emphasizes the main perspective of

- Enhance the institutional capacity of women's rights organizations, feminist organizations, and gender-diverse-led organizations, including community-led organizations.
- Design, implement, strategize, and monitor the Gender Equality program through a feminist approach.
- Create funding opportunities for discrete activities and short projects in response to unforeseen challenges, opportunities, or urgent events on women's rights.
- Strengthen collective advocacy and movement at sub-national and national levels, including networks and alliances for social, political, and legal change.

ii) JOB SUMMARY

The Deputy Manager (Program and Partners' Capacity) is a key position that bridges the project team and partner organizations to achieve the project's intended results. This role focuses on advancing gender equality by setting project priorities, strengthening the capacity of Partner Organizations (POs), refining their strategies, and elevating women's voices to drive systemic change, integrating a Feminist Approach. As a key member of the Renewed Women's Voice and Leadership (RWVL) Bangladesh Project team, the Deputy Manager will be responsible for managing partner organizations' plans, facilitating capacity-building efforts, fostering strong relationships with stakeholders, especially government stakeholders, and contributing to the project's intended results. The DM will track progress, provide technical support, facilitate networking among Women's Rights

Organizations (WROs) in Bangladesh, and help the RWVL-B team prepare reports to share best practices and ensure project success.

iii) KEY RESPONSIBILITIES AND TASKS

SL	Responsibilities	Tasks
1.	Partner Coordination and Liaison	<ul style="list-style-type: none"> • Serve as the primary point of communication between MJF, its local partners, and government stakeholders to execute planned activity and optimize resource use. • Evaluate and appraise project proposals and concept notes submitted by applicants to ensure alignment with project priorities. • Provide technical support, information, and assistance to the RWVL-B Team and Project Lead to make strategic decisions on project implementation. • Assist Women's Rights Organizations (WROs) in executing project activities in alignment with the project plan/annual plan. • Tracking partner progress to ensure that programmatic deliverables strictly adhere to donor objectives and requirements. • Monitor progress of POs' plan, identify variance, and suggest improvement measures. • Review quarterly progress reports submitted by partner organizations (POs) and recommend fund disbursement. • Maintain daily communication and provide hands-on support to partner organizations (POs) to ensure the effective implementation of multi-year and fast-responsive projects. • Coordinate and provide technical guidance to the WROs to continue the mentorship program.
2.	Sub-Award and Partnership	<ul style="list-style-type: none"> • Processing sub-awards, negotiating budgets, and recommending for partnership. • Assist the project lead in developing and finalizing different guidelines and tools for proposal review and due diligence assessment. • Review technical proposals and prepare reports to ensure that partnership standards are maintained through MIS. • Conduct organizational assessment visits for potential organizations to identify credible and compatible partners. • Facilitate the partnership award process to ensure it is efficient and effective and adheres to MJF's partnership principles. • Support co-creation and negotiation processes of the project design, leading to the signing of agreements with selected applicants. • Prepare documentation for MJF management to get approval of the final partnership.

SL	Responsibilities	Tasks
		<ul style="list-style-type: none"> • Communicate consistently and professionally with POs to ensure smooth collaboration and build strong working relationships, integrating a feminist approach.
3.	Capacity Building	<ul style="list-style-type: none"> • Design and facilitate comprehensive capacity building initiatives on the institutional capacities of local partner organizations, skill-building sessions on women’s human rights, gender equality, leadership, and empowerment, etc., to partner organizations’ staff, board members, and project participants. • Support WROs in developing tailored capacity-building plans based on thorough organizational capacity needs assessments, addressing identified needs and priorities. Develop plans, capacity-building events, workshops, and consultations for partner WROs on relevant topics, including feminist principles and organizational development, based on assessment findings. • Provide consistent guidance and day-to-day support to POs, helping them effectively implement project activities. • Facilitate periodic online events, including webinars, knowledge-sharing sessions, and peer-learning opportunities, to challenge traditional gender norms and encourage collaboration among WROs • Guiding and supporting Women's Rights Organizations (WROs) in designing and facilitating impactful social action initiatives that meaningfully engage youth and promote gender equality.
4.	Monitoring and Evaluation (M&E)	<ul style="list-style-type: none"> • Conduct regular field visits to observe and monitor the effectiveness of project strategies, data validation, and output tracking, including generating visit reports. • Identify gaps in project relevance and implementation, provide constructive feedback, and suggest actionable improvements. • Evaluate and document project progress and performance of assigned partner organizations (POs), and address challenges faced by Pos, including an annual outcomes report. • Systematically track and evaluate progress toward meeting project objectives in coordination with POs. • Assist in developing and revising RWVL plans with the Project Lead and MEAL Manager to ensure they align with the project's performance measurement framework (PMF) indicators. • Support the RWVL Project Team, especially the Team Lead and the MEAL department, in documenting learnings and best practices on gender equality, transformative leadership, and women’s empowerment. • Share critical information efficiently within the team to ensure alignment and effective execution of the overall project.
5.	Reporting and Documentation	<ul style="list-style-type: none"> • Maintain and organize all documentation for the multi-year fund, fast-responsive fund, and other RWVL Project components. • Prepare detailed field visit reports and facilitate the sharing of findings as required. • Collaborate with the MEAL and MIS teams to develop and update reporting systems for the POs.

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		<ul style="list-style-type: none"> • Review information and data, validate the data provided by the POs, compile it, and produce a quarterly or annual summary report, including analyzing learning and best practices of assigned POs. • Support the MEAL Manager in producing periodic donor reports as required. • Coordinate and develop Social and Behavior Change (SBC) resources/materials, booklets, guidelines, and manuals aligned with the project's priorities and objectives.
6.	Collaboration and Relationships with Stakeholders	<ul style="list-style-type: none"> • Guide Partner Organizations (POs), to identify & map different stakeholders (individuals/groups) on their interests, and suggest effective mitigation strategies for smooth implementation of project activities at the local level. • Support partner organizations (POs) designing communication plans, gathering actionable feedback, resolving conflicts, and documenting all collaborative interactions. • Provide care and support in mediating challenges or bottlenecks that arise for socially excluded groups to reduce the risks of achieving results. • Build and maintain functional networks and collaborative relationships with key state and non-state actors aligned with the project's objectives. • Identify opportunities for collaboration with duty-bearers and guide the POs on service access. • Support the assigned Partner Organizations (POs) in connecting with sub-national women's networks and alliances to promote collective actions on protest or claiming rights locally and nationally. • Ensure the effective use of social accountability tools (SATs) by the Partner Organizations (POs) to advocate with the government for the rights and entitlements of targeted communities.
7.	Advocacy, Campaign, and Movement Strengthening	<ul style="list-style-type: none"> • Approve the advocacy plan, execution, and restating effective advocacy strategies of assigned Partner Organizations (POs) to strengthen their efforts, both local and national-level advocacy efforts on key issues related to women's rights and gender equality. • Efficient monitoring of advocacy results, strategies, and bringing suggestions for improvement of assigned partner organizations. • Design and support partner organizations to run online and offline campaigns that raise awareness and promote social change. • Collaborate closely with the project team and partner organizations to execute impactful advocacy events that align with the project's overall Advocacy Plan. • Contribute input to form and strengthen the National Alliance of Women's Organizations in Bangladesh under this project. • Provide support to the project team in planning and successfully conducting the women's conference, bringing together key stakeholders and amplifying the voices of women.

SL	Responsibilities	Tasks
8.	Operationalize Safeguard Policy	<ul style="list-style-type: none"> Operationalize the safeguard policy among the assigned partner organizations (POs), enhance their understanding, and plan for execution. Observe that the process is effective, and ensure the safety and security of staff involved in partner organizations, including the beneficiaries.

IV. WORKING RELATIONSHIPS

A. Reports to: Project Lead

B. Communicate and Provide Inputs to: Manager MEAL, Deputy Manager, Economic Empowerment & Entrepreneurship; Deputy Manager, Advocacy & Networking

C. Coordinates with Project Team: Project Leads, Program Manager, Manager Grants Control, Project Officer, Campaign & Communication, Project Officer, Training & Youth Mobilization.

D. Collaborate with: MJF, other projects' staff as relevant.

E. External: Government Agencies/ local administration.

V. WORKING CONDITIONS

The position is based in Dhaka, but frequent travel to remote locations in Bangladesh is required, with at least 60% of the time spent there. This contractual position will last for the duration of the project.

VI. KEY QUALIFICATIONS AND EXPERIENCES

- The preferred academic qualification is a Master's degree in Gender Studies, Development Studies, Human Rights, Law, or Sociology. Qualification requirements could be relaxed for candidates with extensive experience in related fields.
- A strong conceptual understanding of Women's Human Rights within a feminist framework, strong partnership management skills, and demonstrable experience of working for gender equality.
- Demonstrated at least 8 years of experience in a mid-management role within any rights-based NGO, whether national or international.
- Proven experience collaborating with Women's Rights Organizations (WROs) and Community-led Organizations, especially those representing socially excluded groups.

VII. KEY SKILLS AND COMPETENCIES

- Proven experience in a partnership approach with small and local women's organizations, including community-led organizations.
- Proven experience in past roles (last five years) within rights-based organizations that operate under a human rights and gender equality approach.
- Proven experience in applying the CEDAW framework and tools.
- Proven experience in advocacy work on women's rights and gender equality.
- Demonstrated experience in designing, implementing, and evaluating gender equality programs.
- Skills in writing analytical reports in English for donors and organization management.

MJF's commitment to safeguarding

Manusher Jonno Foundation is committed to preventing any unwanted behavior at work, including sexual harassment, exploitation and abuse, lack of integrity, and financial misconduct. It is committed to protecting children and vulnerable adults through its policy. The Manusher Jonno Foundation expects all MJF and project staff, vendors, and consultants to adhere to this commitment as outlined in MJF's Code of Conduct. MJF places a high priority on ensuring rights and upholding the respect and dignity of all people, regardless of their class, caste, ethnicity, religion, physical condition, or gender.

Women are highly encouraged to apply,