

**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 110,000-127,000 plus other admissible benefits as per the organization's policy.<sup>1</sup>

**Funded By:** Global Affairs Canada (GAC)

**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 collaborates with Partner Organizations (POs) to achieve the project's desired results. This role focuses on advancing gender equality through a Feminist Approach by setting project priorities, strengthening the capacity of Partner Organizations (POs), refining their strategies, and elevating women's voices to drive systemic change. As a key member of the Renewed Women's Voice and Leadership (RWVL) Bangladesh Project team, the Deputy Manager will be responsible for project execution, partnership coordination, stakeholder engagement, advocacy, and capacity-building for partner organizations to achieve the project's intended outcomes. 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.

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<sup>1</sup> The final salary scale will be set based on relevant expertise and experience.

iii) **KEY RESPONSIBILITIES AND TASKS**

SL	Responsibilities	Tasks
1.	Partner Coordination and Liaison	<ul style="list-style-type: none"> <li>• Serve as the primary point of communication between MJF, its local partners, and government stakeholders to execute planned activity and optimize resource use.</li> <li>• Evaluate and appraise project proposals and concept notes submitted by applicants to ensure alignment with project priorities.</li> <li>• Provide technical support, information, and assistance to the RWVL-B Team and Project Lead to make strategic decisions on project implementation.</li> <li>• Assist Women's Rights Organizations (WROs) in executing project activities in alignment with the project plan/annual plan.</li> <li>• Tracking partner progress to ensure that programmatic deliverables strictly adhere to donor objectives and requirements.</li> <li>• Monitor progress of POs' plan, identify variance, and suggest improvement measures.</li> <li>• Review quarterly progress reports submitted by partner organizations (POs) and recommend fund disbursement.</li> <li>• Maintain daily communication and provide hands-on support to partner organizations (POs) to ensure the effective implementation of multi-year and fast-responsive projects.</li> <li>• Coordinate and provide technical guidance to the partner organizations to continue the mentorship program.</li> </ul>
2.	Sub-Award and Partnership	<ul style="list-style-type: none"> <li>• Processing sub-awards, negotiating budgets, and recommending partnerships.</li> <li>• Assist the project lead in developing and finalizing various guidelines and tools for proposal review and due diligence assessments.</li> <li>• Review technical proposals and prepare reports to ensure that partnership standards are upheld through MIS.</li> <li>• Conduct organizational assessment visits to identify credible and compatible partners among potential organizations.</li> <li>• Streamline the partnership award process to ensure it is efficient, effective, and aligns with MJF's partnership principles.</li> <li>• Assist in co-creating and negotiating the project's design processes, resulting in the signing of agreements with selected applicants.</li> <li>• Prepare documentation for MJF management to obtain approval for the final partnership.</li> <li>• Communicate consistently and professionally with POs to ensure smooth collaboration and build strong working relationships, while incorporating a feminist approach.</li> </ul>
3.	Capacity Development for organizational strengthening, partner empowerment, and institutional development	<ul style="list-style-type: none"> <li>• Design and implement capacity development and skill-building initiatives focused on organizational development, institutional growth, visibility, partner empowerment, and transformative leadership for staff, board members, and project participants of partner organizations.</li> <li>• Guide in developing tailor-made capacity-building plans based on organizational capacity needs assessments, and address the identified needs and priorities.</li> <li>• Develop plans, capacity-building events, workshops, and consultations for partner WROs on relevant topics, including feminist principles and organizational development, based on assessment findings.</li> <li>• Provide consistent guidance and day-to-day support to POs, helping them</li> </ul>

SL	Responsibilities	Tasks
		<p>effectively implement project activities.</p> <ul style="list-style-type: none"> <li>• Facilitate periodic online events, including webinars, knowledge-sharing sessions, and peer-learning opportunities, to challenge traditional gender norms and encourage collaboration among WROs</li> <li>• Guiding and supporting Women's Rights Organizations (WROs) in designing and facilitating impactful social action initiatives that meaningfully engage youth and promote gender equality.</li> </ul>
4.	Monitoring, Assessment, and Evaluation	<ul style="list-style-type: none"> <li>• Conduct regular field visits to observe and monitor the effectiveness of project strategies, data validation, and output tracking, including generating visit reports.</li> <li>• Identify gaps in project relevance and implementation, offer constructive feedback, and propose actionable improvements.</li> <li>• Evaluate project progress and performance, address challenges, including producing an annual outcome report relevant to the assigned partner organizations.</li> <li>• Systematically track and evaluate progress toward meeting project objectives in coordination with POs.</li> <li>• 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.</li> <li>• 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.</li> <li>• Share critical information efficiently within the team to ensure alignment and effective execution of the overall project.</li> </ul>
5.	Analytical Report Writing and Documentation	<ul style="list-style-type: none"> <li>• Preserve all necessary documentation for the multi-year fund, fast-responsive fund, and other RWVL Project components.</li> <li>• Prepare detailed field visit reports and facilitate the sharing of findings as required.</li> <li>• Prepare an analytical progress and learning report as required to evaluate the indicators of the project's feminist MEAL activities.</li> <li>• Verify MIS data and confirm to ensure an effective donor reporting system.</li> <li>• 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.</li> <li>• Support the MEAL Manager in producing periodic donor reports as required.</li> <li>• Coordinate and develop Social and Behavior Change (SBC) resources/materials, booklets, guidelines, and manuals aligned with the project's priorities and objectives.</li> </ul>
6.	Collaboration and Relationships with Stakeholders	<ul style="list-style-type: none"> <li>• Facilitate stakeholder (individuals/groups) analysis by Partner Organizations (POs), determine effective strategies for smooth implementation of project activities by engaging them at the local level.</li> <li>• Building rapport with the respective departments and Ministries as required to achieve the project results.</li> <li>• Guide partner organizations (POs) in designing communication plans, gathering actionable feedback, resolving conflicts, and documenting all collaborative interactions.</li> <li>• Design collective care and support interventions for primary stakeholders or project participants to address challenges or backlash faced and develop effective strategies to reduce risks.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Build a collaborative network and foster the collective power of movement-building.</li> <li>• Explore opportunities and establish connections with the private sector to access required services and link with project participants.</li> <li>• Identify opportunities for collaboration with duty-bearers and provide necessary recommendations to partner organizations on improving service access.</li> <li>• Steer the designated Partner Organizations (POs) in engaging with sub-national women's networks and alliances to foster collective actions in protesting or claiming rights both locally and nationally.</li> <li>• 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.</li> </ul>
7.	Advocacy, Campaign, and Movement Strengthening	<ul style="list-style-type: none"> <li>• Facilitate the development, implementation, and revision of advocacy plans and strategies for assigned Partner Organizations (POs) to strengthen their efforts in both local and national advocacy on key issues related to women's rights and gender equality.</li> <li>• Monitor the feminist advocacy results, strategies, and bring suggestions for improvement to assigned partner organizations.</li> <li>• Ideation and analysis of online and offline campaigns that raise awareness and promote social change.</li> <li>• Collaborate closely with the project team and partner organizations to execute impactful advocacy events that align with the project's overall Advocacy Plan.</li> <li>• • Contribute to strengthening the National Alliance of Women's Rights Organizations to promote feminist movement and collective actions.</li> <li>• 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.</li> </ul>
8.	Operationalize Safeguard Policy	<ul style="list-style-type: none"> <li>• Operationalize the safeguard policy among the assigned partner organizations (POs), enhance their understanding, and plan for execution.</li> <li>• Observe that the process is effective, and ensure the safety and security of staff involved in partner organizations, including the beneficiaries.</li> </ul>

#### 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 50-60% of the field visits. This contractual role 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 may be relaxed for candidates with extensive experience in related work.
- Proven and relevant work experience of at least 8 years in a mid-management or management role within any rights-based NGO, whether national or international.
- A strong conceptual understanding of feminist program design, feminist accountability, feminist governance, Women's Human Rights, and CEDAW framework.
- Demonstrated experience in managing partnerships with small women's organizations, including socially excluded groups, such as ethnic women, Dalit women, women with disabilities, gender diverse groups, etc.
- Proven experience in collaborative efforts of national alliance and network strengthening.

## **VII. KEY SKILLS AND COMPETENCIES**

- Applied skills in designing, implementing, and evaluating GBV, SRHR, safety and security, economic empowerment, entrepreneurship, and collective care programs to promote gender equality.
- Ability to foster partnership empowerment by utilizing organizational capacity-building tools, especially with organizations that are structurally excluded and expanding.
- Relevant work over the past five years aligned with rights-based and gender equality approaches to development.
- Proven experience in applying the CEDAW framework and tools.
- Proven experience in advocating for women's rights as part of feminist work.
- Familiar with any international tools and models for gender-based violence (GBV) programming.
- Preparing analytical reports in English for senior management and donors.

### **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.

**Only women are encouraged to apply.**