

Manusher Jonno Foundation
JOB DESCRIPTION

Job Title: Project Officer- Training and Youth Mobilization
Project: Renewed Women's Voice and Leadership (RWVL) Bangladesh
Job Location: Dhaka
Reports to: Manager/Deputy Manager
Job Type: Contractual
Grade: 5, Step 1
Level: Entry
Gross Salary: BDT 79,115
Funded By: Global Affairs Canada (GAC)

A. Project Brief

The Renewed Women's Voice and Leadership (RWVL) Program, funded by Global Affairs Canada and implemented by Manusher Jonno Foundation (MJF) in Bangladesh, supports women's rights organizations, feminist groups, community-led organizations, gender-diverse groups, and feminist networks working to advance gender equality and the rights of women and girls in all their diversity. Building on its commitment to addressing funding gaps for women-led organizations, the project strengthens partner capacity and promotes the inclusion of structurally excluded groups. It also integrates collective care and well-being approaches to help address the stress, trauma, and burnout experienced by activists and communities working on the front lines of social and humanitarian challenges.

B. Job Purpose

The Project Officer, Training and Youth Mobilization, is responsible for strengthening the capacity of partner organizations, community groups, and youth under the RWVL project to advance leadership and empowerment for gender equality. The role involves designing, implementing, and monitoring capacity-building initiatives, developing training content based on identified needs, and supporting youth groups to become champions for promoting gender equality and empowering women, girls, and gender-diverse people.

C. Job Summary

The Project Officer, Training and Youth Mobilization, is responsible for assessing training needs, designing and delivering capacity-building initiatives, and evaluating their effectiveness for partner organizations, women, girls, gender-diverse groups, and youth under the RWVL Bangladesh Project. The role includes coordinating training programs, facilitating workshops and learning sessions, engaging Women's Rights Organizations, preparing training reports, and maintaining records. The position also leads youth mobilization initiatives through dialogues, awareness campaigns, leadership camps, advocacy events, and issue-based movements to promote gender equality, social leadership, and community engagement.

D. Key Responsibilities and Tasks

Sl.	Key Responsibilities	Tasks
1.	Capacity Need Assessment and Planning	- Assess training and capacity-building needs of partner organizations and target groups. - Design annual training plans that match group goals, and update the training calendar, curricula, modules, and learning materials on leadership, advocacy, gender equality, and empowerment. - Estimate time, money, and material needs for execution of plans, coordinate, and deliver interactive training programs, workshops, and seminars for project staff, women, girls, gender-diverse individuals, and youth.
	Capacity Development Program Design and Content Creation	- Develop or review manuals, modules, guidelines, toolkits, and social and behavioral change communication (SBCC) materials to ensure the achievement of the project's key performance indicators in compliance with training standards. - Tailor content for diverse adult learners and community partners by applying learning methodologies to ensure effective learning, participation, and knowledge transfer. - Provide coaching, mentoring, and technical support to project staff and partners. - Coordinate and manage residential and non-residential training events, including scheduling, logistics, participant management, and venue logistics. - Ensure the availability and functionality of training tools, materials, equipment, and technology.
2.	Event Organization, Delivery and Facilitation	- Lead interactive workshops, seminars, and field sessions. - Coordinate guest speakers and expert trainers. - Use digital learning tools and presentation platforms - Invite and engage participants from Women's Rights Organizations, ensuring representation and inclusivity. - Foster a supportive environment that encourages participation and feedback.
3.	Monitoring and Evaluation	- Track attendance and completion rates. - Measure learning growth using pre- and post-training tests. - Write impact reports and share feedback with the supervisor and the team. - Modify and improve training content based on participant and project lead feedback. - Prepare training completion reports and maintain records of training programs conducted. - Measure the training utilization in the organization/workplace.
4.	Youth Mobilization and	Designing and implementing youth capacity-building programs, organizing leadership camps, dialogues, advocacy

	Change-Maker Development	campaigns, awareness-raising events, and collective actions, while fostering youth leadership, active citizenship, and community engagement to advance gender-transformative change and the rights of women, girls, and marginalized groups. • Organize dialogues, workshops, training sessions, and mass awareness events at the national level to address women's rights, the dismantling of social norms and practices, thereby breaking the silence. • Organize issue-based protests and movement events (by MJF and WROs). • Foster partnerships with schools, universities, and community organizations to broaden outreach and impact. • Create opportunities for meaningful youth participation in policy dialogue, decision-making, networks, and advocacy platforms. • Facilitate youth-led campaigns and digital advocacy to challenge discriminatory gender norms and promote women's rights. • Develop and nurture young feminist changemakers by strengthening their knowledge, confidence, leadership, communication, advocacy, and movement-building skills. • Document and share youth-led advocacy initiatives, good practices, achievements, and lessons learned to strengthen learning and visibility.
5.	Create a shared learning environment	• Identify skill gaps and work with project management to address them through targeted training initiatives. • Foster a learning culture within the team, as well as in the organization, and to pursue professional development opportunities.

E. Second-line Reporting Authority

Project Lead

F. Key Contacts and Relationships

Director of Program and Governance, Director of Finance and Administration, RWVL project team, all RWVL project partners, and different project leads of MJF as appropriate.

G. Working Conditions

The position is based in Dhaka, but frequent field travel is required to the working areas, with at least 50% of the time spent traveling outside Dhaka to remote locations in Bangladesh.

H. Key Qualifications, Experiences, and Expertise

- Master's degree in any of the disciplines of Social Sciences, Gender Studies, Development Studies, and International Relations.

- At least 5 years of dedicated experience in capacity development and training programs focused on women's rights, gender equality, and youth change-making within any Civil Society Organization, preferably in International Organizations.

Key Expertise/Skills	Performance Indicators
Capacity Building and Training Delivery	• Number of training sessions, workshops, and capacity-building initiatives solely conducted. • Number of training modules, curricula, tools, and SBCC materials developed or updated.
Training Needs Assessment and Quality Assurance	• Number of training needs assessments conducted with partner organizations and target groups. • Percentage of training programs designed based on documented needs assessments.
Monitoring, Evaluation, and Learning	• Percentage of training programs evaluated using pre/post assessments or feedback mechanisms. • Completion and submission of total training reports and documentation in the last 3 years.
Youth Mobilization and Change-Maker Development	• Number of student groups capacitated and supported over the last 3 years with educational institutions/clubs. • Number of youth leadership camps, dialogues, awareness campaigns, and advocacy initiatives organized.
Gender Equality and Feminist Leadership Promotion	• Familiarity with the number of Gender Equality and Social Inclusion tools that are used in your similar position. • Number of Women's Rights Organizations (WROs) and Community-Led Organizations (CLOs) that work with a focus on gender equality.

I. Preferred Attributes

- Familiarity with digital tools and platforms for online training, along with proficiency in presentation software (e.g., PowerPoint, Google Slides).
- Strong understanding and application of feminist principles, approaches, and strategies in capacity development, with the ability to analyze and address gender inequalities and the social, political, and cultural factors affecting women and girls, and to support the development of young feminist changemakers committed to social justice and gender equality.
- Resilience and coping ability in a challenging process that requires persistence and the capacity to handle setbacks.
- Ability to respond quickly to shifting policy landscapes or public attitudes.
- Collaborative mindset for working well with a wide range of partners and internal teams.
- A commitment to work with all-inclusive populations that uphold inclusive values, respect diverse cultural backgrounds, human rights, dignity, and social harmony.

- Proactive attitude toward professional development and staying updated on emerging best practices in training, facilitation, and capacity building.

J. MJF's commitment to safeguarding

Manusher Jonno Foundation is committed to preventing 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 by following 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.

K. Note

- All offers of employment will be subject to satisfactory references and screening checks, including criminal records and fraud/corruption/ terrorism. Please note that Disclosure of Safeguarding-related Misconduct in Recruitment Processes is mandatory.
- Manusher Jonno Foundation (MJF) is an equal-opportunity employer committed to diversity within the workplace.

"This position is open only to women applicants"