



MANUSHER JONNO FOUNDATION (MJF)
JOB DESCRIPTION
Assistant Manager – Advocacy & Networking
Community-Based Resilience, Women's Empowerment and Action (CREA)

1. Position Snapshot

Job Type	Contractual	Duty Station	Dhaka; travel as required
Reports To	Programme Manager	Project	CREA
Funding Partner	Embassy of Sweden	Contract Duration	From contract signing to August 2027
Salary	BDT 83,928 consolidated	Benefits	Two festival bonuses equivalent to two Basic, as stated in source JD
Position Focus	Advocacy, policy engagement & networking	Travel	Outside Dhaka as required
Organisational Context	Programme / Project Team	Supervises	As assigned / project requirements

2. About CREA

Community-Based Resilience, Women's Empowerment and Action (CREA), supported by the Embassy of Sweden, focuses on strengthening women's leadership and the resilience of vulnerable communities affected by climate change. The project recognises the interconnected impacts of gender-based violence, climate vulnerability, inequality and exclusion, with women's leadership, agency and participation at the centre of its interventions.

CREA works across coastal, char, hill and haor communities and seeks to strengthen responsive public and local government services, women's voice and agency, action against domestic violence and child marriage, and household resilience through increased income and alternative livelihood opportunities.

3. Position Purpose

The Assistant Manager – Advocacy and Networking will advance CREA's advocacy agenda through evidence-informed policy engagement, strategic stakeholder relationships, networking, alliances and campaigns. The position will help influence policies, practices and public discourse on gender equality, climate change, child marriage, domestic violence, unpaid care work and related rights issues; strengthen partners' advocacy capacity; amplify the voices of women and marginalised groups; and contribute to MJF's strategic visibility and engagement with government, civil society, networks, media, partners and donors.

4. Key Result Areas & Responsibilities

A. Advocacy Strategy, Campaigns & Policy Influence

- Support and oversee implementation of CREA's advocacy and networking activities in line with project objectives and outcomes.
- Develop advocacy strategies, annual/periodic plans, implementation roadmaps and relevant Terms of Reference.

- Coordinate policy dialogues, seminars, campaigns and other advocacy initiatives on climate change, child marriage, unpaid care work, gender equality and related issues.
- Identify short- and long-term opportunities to influence policy processes and translate them into actionable advocacy initiatives.
- Develop and refine evidence-informed advocacy messages and coordinate with communications colleagues for strategic dissemination.
- Support teams to analyse relevant field evidence and translate findings into advocacy, programme and decision-making inputs.

B. Partner Advocacy & Campaign Support

- Provide technical guidance to partner organisations in developing and implementing local and policy advocacy plans aligned with women's rights, gender equality and human rights.
- Support partners to design advocacy and campaign approaches that connect community priorities with policy and institutional processes.
- Monitor progress of partner advocacy and campaign activities and provide timely technical support.
- Support partners to document advocacy outcomes, lessons learned, good practices and emerging opportunities.
- Strengthen partners' ability to use evidence, messaging, networks and stakeholder engagement for policy influence.

C. Stakeholder Engagement, Networking & Alliances

- Build and maintain strategic relationships with policymakers, duty-bearers, ministries, government institutions, civil society organisations, advocacy groups, media and other relevant stakeholders.
- Develop stakeholder-engagement approaches to influence public opinion and policy decisions.
- Facilitate strategic engagement through lobbying, consultations, public campaigns, collective actions, movements and appropriate digital advocacy.
- Strengthen internal coordination to ensure coherent advocacy positions and consistent organisational messaging.
- Facilitate and strengthen networks and alliances, including the Gender Equality and Climate Alliance (GECA), to foster collective movement and action.

D. Policy Monitoring, Research & Analysis

- Track relevant national and international legislation, policies, plans and socio-political developments affecting gender equality, climate change, child marriage, unpaid care work and related project priorities.
- Analyse policy and legislative developments and assess their implications for CREA's advocacy objectives and strategy.
- Prepare policy and advocacy analysis, briefs and impact-oriented reports for internal and external use.
- Develop Terms of Reference for planned research/studies and coordinate their implementation with relevant teams and experts.
- Use research and evidence to strengthen advocacy messages, policy positions and engagement strategies.

E. Knowledge Management, Monitoring, Reporting & Learning

- Develop advocacy monitoring indicators and track progress against advocacy outputs, outcomes and intended influence.
- Document and disseminate advocacy experiences, innovations, learning and good practices from field and national levels.
- Prepare campaign, network meeting, advocacy and progress reports and maintain appropriate supporting documentation.
- Contribute to project reviews, learning processes and evidence generation for adaptive advocacy.
- Support the systematic capture of advocacy results, stakeholder commitments, policy developments and lessons learned.

F. Representation, Communication & Other Responsibilities

- Represent MJF/CREA in relevant policy forums, consultations, meetings, dialogues and networking platforms as assigned.
- Articulate advocacy positions clearly to policymakers, media, partners, public audiences and other stakeholders.
- Contribute to concept notes, Terms of Reference, creative content, storytelling, presentations and communication materials.
- Respond professionally and strategically to public scrutiny or emerging issues related to advocacy initiatives.
- Undertake any other relevant assignment given by the Programme Manager or MJF Management.

5. Key Relationships

Internal: Programme Manager, CREA project team, programme and field teams, communications colleagues and other relevant MJF functions.

External: Policymakers, ministries, government and local government institutions, duty-bearers, civil society and advocacy organisations, networks and alliances, media, research institutions, development partners and other strategic stakeholders.

6. Qualifications & Experience

- Master's degree in Social Science, Gender Studies, Environment and Climate Science, Disaster Management or another relevant discipline.
- Minimum 3–5 years of relevant professional experience in policy advocacy, networking or related development work.
- Relevant experience with national or international NGOs and/or media organisations will be an advantage.
- Well understanding and implementation on Gender Equality and Social Inclusion (GESI) tools, process and implementation
- Demonstrated experience in developing and implementing advocacy strategies, plans and campaigns.
- Experience in policy analysis, evidence-based advocacy and engagement with policy or legislative processes.
- Experience developing concept notes, Terms of Reference, advocacy materials, reports and other knowledge products.
- Experience organising policy dialogues, meetings, trainings, campaigns and stakeholder events.
- Knowledge of policies and plans related to climate change and child marriage is desirable.
- Experience working on gender equality, women's rights, human rights, unpaid care work, social inclusion or related issues is highly relevant.

7. Core Competencies

Competency Area	Expected Capability
Advocacy & policy influence	Understands policy processes, develops advocacy strategies and converts evidence into practical policy-influence actions.
Stakeholder engagement & networking	Builds trusted relationships with policymakers, government, civil society, media, networks and diverse partners.
Evidence-based analysis	Tracks policy developments, analyses evidence and produces clear implications, messages and recommendations.
Communication & storytelling	Articulates positions clearly; demonstrates strong Bangla and English writing, presentation, creative communication and storytelling skills.

Partnership & facilitation	Works collaboratively with partners, facilitates dialogue and strengthens networks and collective action.
Resilience & adaptability	Persists through complex advocacy processes, responds to changing policy/public contexts and manages setbacks constructively.
Inclusion & human-rights commitment	Demonstrates commitment to gender equality, human rights, dignity, social inclusion and meaningful participation of marginalised groups.
Planning, coordination & accountability	Manages multiple processes, meets deadlines, documents results and takes ownership for agreed deliverables.

8. Preferred Behavioural Attributes

The successful candidate should demonstrate resilience, adaptability, collaboration, sensitivity to diverse identities and lived realities, commitment to inclusive and rights-based practice, strong time management, professionalism, integrity and the ability to work effectively under pressure and changing priorities.

9. Working Conditions

The position is based in Dhaka, with travel outside the office and to relevant project locations as required by MJF. The role requires flexibility to participate in policy dialogues, meetings, campaigns, trainings, network activities and other stakeholder engagements.

10. Performance & Success Measures

Performance will be assessed against agreed work plans and deliverables, including the quality and implementation of advocacy strategies and campaigns; effectiveness of stakeholder and network engagement; contribution to policy influence; quality of evidence and analysis; partner advocacy support; achievement of advocacy outcomes; quality and timeliness of monitoring, reporting and documentation; and contribution to CREA's broader outcomes on women's empowerment, gender equality, climate resilience and protection from violence and harmful practices.

KPI

- Produce policy briefs, advocacy messages, and evidence-based recommendations.
- Secure stakeholder commitments or influence policy discussions relevant to CREA priorities.
- Ensure timely delivery and quality of advocacy outputs and reports.
- Strengthen partner capacity in evidence-based advocacy, stakeholder engagement, and campaign implementation.
- Document partnership outcomes, lessons learned, and networking achievements.

11. Safeguarding, Ethics & Equal Opportunity

MJF is committed to preventing sexual harassment, exploitation and abuse, lack of integrity and financial misconduct, and to protecting children and vulnerable adults in accordance with its policies and Code of Conduct. All MJF and project staff, vendors and consultants are expected to uphold these standards and respect the rights, dignity and equality of all people regardless of class, caste, ethnicity, religion, physical condition or gender.

Employment offers are subject to satisfactory references and applicable screening checks, including criminal records and fraud/corruption/terrorism screening. Disclosure of safeguarding-related misconduct in recruitment processes is mandatory. MJF is an equal-opportunity employer committed to workplace diversity.

12. Approval

Employee's Signature / Date	Supervisor's Signature / Date