**JOB DESCRIPTION**

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| **JD Unique ID:** | NA |
| **Job Title:** | Project Officer- Localization & Capacity Building |
| **Company:** | United Purpose  |
| **Location:** | Cox's Bazar, Field Office  |
| **Contract type:** | Project Staff |
| **Hours:** | Full time |
| **Reports to:** | Head of DRM & ER |
| **Grade:** | UP Grade G – III C |
| **Application Deadline:**  | **17 February 2024** |
| **Organisation overview:** | In late 2021 Self Help Africa (SHA) and United Purpose (UP) merged. The two organisations – one headquartered in Ireland and the other in Wales – implement projects to end extreme hunger and poverty.This merger doubled our size and reach – and means that in 2022 we are implementing poverty eradication projects in 17 countries, mainly in sub-Saharan Africa. Collectively, we are also part of a group that includes social enterprise subsidiaries Partner Africa, TruTrade and Cumo Microfinance. In 2022 our work will reach more than six million people and invest upwards of €45m in more than 100 development programmes designed to improve food systems, facilitate access to markets and financial services, combat climate change, gender inequality, and improve access to clean water, sanitation and hygiene. This is an exciting time to join us as we unite two like-minded and entrepreneurial organisations seeking to tackle the global challenges in progressive and innovative ways. |
| **Job Purpose:** | The focus of this position will be the implementation of a new programme called the “**Strengthening Social Cohesion And Civil Society Capacity Within Cox’s Bazar District Of Bangladesh”** in Cox’s Bazar. This project is implemented by United Purpose with support from **IOM** and Contribute to community driven, gender-responsive, market-oriented socio-economic development of the Cox’s Bazar district that promotes social cohesion and civil society capacity in host communities and strengthen community-based approaches in the camps. The expected position holder as well as job seekers will be able to draw a depth understanding and experiences in both in order to manage the implementation of this project effectively and efficiently. As a key responsible person here **Project Officer- Localization & Capacity Building** will support the Project Manager, Head of Disaster Risk Management & Emergency Response Department, and coordinate with other project officials in the areas. As a means of socio-economic developer which promotes social cohesion and strengthen civil society capacity in project implementation, the project expects to the position to ensure technical support to project staffs, capacity-building of local NGOs, program planning, monitor the project activities, including quality programming, advocacy, documentation, standardisation, finance and administration in total compliance with UP and IOM policies and procedures.The job holder responsible for planning, organizing, and overseeing training activities. He/she will collaborate with project teams, stakeholders, and subject matter experts to identify training needs, design training materials, regular coaching, mentoring and ensure that employees or training participants acquire the necessary skills and knowledge to contribute effectively to the project's success.Project Officer- Localization & Capacity Building will support the Project Manager in all aspects of project implementation, including quality programming, capacity-building, strengthening capacity of PNGO’s, advocacy, M & E, documentation, standardisation, finance and administration in total compliance with UP and IOM policies and procedures. |
| **Key Responsibilities:** | **Job Responsibilities:****Needs Assessment & Training Program Development:*** Assist to conduct needs assessments in collaboration with local NGOs to identify their training requirements.
* Assist to analyse organizational strengths and weaknesses to create tailored training plans.
* Collaborate with Project Managers, Specialist- Localization & Capacity Building to assess the training needs of local NGOs and CBOs.
* Assist to design and develop training, manual, modules, curriculum, and materials tailored to the specific needs and context of each partner organization.
* Ensure that training programs are participatory, inclusive, and promote best practices in community development.
* Ensure training programs are culturally sensitive and context appropriate.
* Assist to Project Manager & other to develop Details Implementation Plan (DIP) of projects timely.

**Training Delivery & Capacity Building:*** Facilitate training sessions, workshops, or webinars for project team members and local NGOs.
* Utilize various training methods, including workshops, seminars, online modules, and mentoring, to address different learning styles.
* Executing the project activities effectively and timely at working area.
* Ensure project plan is monitored and documented its progress.
* Provide capacity building support of the PNGO’s and project team on community Orientations on behavioural change, organization development, social cohesion & peacebuilding, conflict prevention, early marriage, trafficking & GBV, empowerment & leadership, reproductive health, DRR etc.
* Support to organise of sporting events, fairs, meeting, training and facilitate.
* Organise and facilitate ICT and carrier skills training for project beneficiaries’ capacity development and employment.
* Support to establish and function of community welfare centre or business centres.
* Support to develop training plan and organize training for project targeted stakeholders under localization.
* Support to organize workshop, seminars and ensure invitation of government authorities and relevant stakeholders and participation.

**To ensure the effective coordination and communication, compliances and documentation:*** Ensuring maintenance of effective coordination and communication with UNO, LGI’s, ISCG, CiC, clusters, sector’s, line departments and other stakeholders in advance by sharing detail plan.
* Ensuring the participation of GoB and other relevant committee(s) within the project areas that could contribute to bring effective results at project level.
* Ensuring reports are prepared within timeline and submitted.
* Internal and external best practice and lesson learning on projects activities are documented and used in on-going procedures.
* Supporting team members to enable them to give of their best e.g. by encouraging and praising good performance, coaching, assisting team members to prevent or resolve problems, providing resources, tools and equipment.
* Enabling a friendly collaborative working culture within the team, actively sharing information and knowledge to enable the team to ensure effective learning and sharing across the organization.
* Regular coaching and mentoring to the local PNGO’s
* Prepare reports, case story, newsletter and learning documents in due time.

**Documentation and Reporting:*** Maintain documentation of training materials, processes, and compliance records.
* Prepare regular reports on training activities.
* Communicate training updates and progress to project stakeholders.
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| **Key Relationships:** | **Internal:** Project staff andCountry Office team **External:** Stakeholders, national and international development agencies/NGO/INGO/Donors/private sectors etc |
| **Knowledge, Experience and Other Requirements** | **Experience Requirements*** Minimum 4 year(s) relevant experience
* The applicants should have experience in the following area(s):Program Officer/Manager/Training Officer.

**Key competencies required:*** Master’s degree in relevant subject and in depth understanding of FDMN and host community situation in Cox’s Bazar district.
* Minimum four years of professional work experience in the relevant field
* Good communication skills (oral and written) with community and relevant stakeholders.
* Well-known local language/dialect and ability to work with people from different cultures, gender, religion, race, nationality, and age.
* Highly energetic, motivated and ability to work effectively as a team member.
* Strong knowledge and understanding of different government structure and excellent understanding of humanitarian assistance in emergencies.
* Consistently approaches work with energy and a positive, constructive attitude.
* Proficiency in MS office tools, including Word and Power Point
* Critical and creative thinking and analytical skills. Ability to compose, edit, analyse and report using complex information.
* Experience of partnership management.
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| **Application Procedure:**  | **Application Procedure:** • You can apply for the position by completing the [application form](file:///D%3A%5CRuhi%5CRUHI%5CHR%20DOCS%5CGORTA%20TEMPLATES%5CSHA-UP-Application-Form.docx) and following the link [here](https://selfhelpafrica.org/ie/careers-apply/?jbcd=500QD000008vDjv%20-%20Project%20Officer-%20Localization%20&%20Capacity%20Building%20(53044). • **Application to be submitted by 17 February 2024.**  |

*All candidates offered a job with Self Help Africa/United Purpose will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

**Self Help Africa/United Purpose strive to be an equal opportunities employer.**