**JOB DESCRIPTION**

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| **JD Unique ID:** | NA |
| **Job Title:** | Specialist (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 B |
| **Application Deadline:**  | 08 May 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 **Specialist (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 of localization and livelihood. 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 in localization, program planning, monitor the project activities, including quality programming, capacity-building, training manual development, training facilitation for capacity building of local NGOs and beneficiaries, advocacy, documentation, standardisation, finance and administration in total compliance with UP and IOM policies and procedures.The job holder plays a critical role in supporting the growth and capacity development of local non-governmental organizations (NGOs) by designing and delivering training programs tailored to their specific needs. This role focuses on enhancing the skills and capabilities of local NGOs to improve their effectiveness in delivering community-based programs and services. The specialist will work closely with local NGOs, assess their training needs, training facilitation, and develop and implement training strategies to strengthen the local NGOs capacity. Specialist (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:** | **Needs Assessment & Training Program Development:*** Conduct comprehensive needs assessments in collaboration with local NGOs to identify their training requirements.
* Analyse organizational strengths and weaknesses to create tailored training plans.
* Collaborate with Project Managers to assess the training needs of local NGOs and CBOs.
* 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 and workshops for local NGO’s staff, board members, and volunteers.
* Utilize various training methods, including workshops, seminars, online modules, and mentoring, to address different learning styles.
* Provide technical expertise and guidance on topics such as project management, fundraising, monitoring and evaluation, and organizational development.
* Monitor and assess training effectiveness and adapt programs as necessary.
* Offer ongoing mentorship and technical assistance to local partners to address specific challenges and build their organizational capacity.
* Conduct regular follow-up visits to partner organizations to monitor progress and provide guidance on implementation.
* Provide ongoing coaching and mentorship to local NGO personnel to reinforce their learning and development.
* Support the development of organizational strategies, project management skills, and program implementation.

**To ensure the effective coordination and communication, compliances, and documentation:*** Ensuring maintenance of effective coordination and communication with UNO, LGI’s, clusters, sector’s, line departments and other stake holders 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.
* Build and maintain strong relationships with local NGOs, stakeholders, and partners.
* Foster collaboration and knowledge-sharing among local NGOs within the community.
* 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 staff 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
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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 7 year(s) relevant experience
* The applicants should have experience in the following area(s):Training manual or modules development, training curriculum and materials development/Manager/ capacity building.

**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 seven 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, Excel, 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:** • Please send your CV & cover letter along with 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=500QD00000DwrhM%20-%20Specialist%20(Localization%20&%20Capacity%20Building)%20(62188)).  • **Application to be submitted by 08 may 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.**