



VACANCY ANNOUNCEMENT

Job Description

- **Position: Social Mobilization, Communication and Advocacy Expert – ASTHA Project**
- Full-time Contract until December, 2018 (with possibility of extension)
- Project Duration: April, 2018 to December, 2021
- Location: Dhaka, Bangladesh

Ain o Salish Kendra (ASK) currently seeks a Team Leader for the ‘ASTHA – Strengthening Access to Multi-sectoral Public Services for GBV Survivors in Bangladesh’ project. ASTHA, aims to fill these gaps by contributing to two outcomes: increases access to multi-sectoral response for survivors of GBV, and increased positive attitudes among community members about harmful gender norms and behaviors that perpetuate violence. In that, ASTHA is aligned with the National Women’s Development Policy (2011) and will contribute to the accomplishment of key national development priorities of gender equality and women’s empowerment as emphasized in the Seventh Five plan (2016-2020) and the National Action Plan to prevent violence against women and children (NAPVAW – 2013-2015). ASTHA will also contribute to the United Nations Development Assistant Framework (UNDAF) thematic pillars 1 and 3, as well as SDGs goals– 3,5,10 and 16. ASTHA will be implemented in partnership with the United Nations Population Fund (UNFPA) and funded by the Embassy of the Kingdom of the Netherlands (EKN).

The Opportunity

Under the direct supervision of the Team Leader, ASTHA project, the successful candidate will support the coordination of the GBV team activities. She/he will oversee individual and partner-based activities of ASTHA. S/he will also guide and oversee information collection related to GBV and health gaps and services.

Duties will include but are not limited to the following:

- Reinforce adherence to the GBV guiding principles throughout all Protection activities
- Verify that Protection/GBV interventions, adhere to best-practice principles with survivors of GBV and inform the supervisors of any deviation.
- Coordinate the GBV Case Manager, Case Workers to provide logistical, administrative and financial support to GBV team and the program
- Hold regular planning and debriefing sessions with team members
- Support staff professional development and foster a positive team spirit to encourage innovative and quality programming.
- Identify training needs for Protection team and support organization and facilitation of training to meet those needs, in collaboration with the UNFPA's GBV technical lead/Program Manager.
- Prepare and maintain/update detailed work plan(s) that support and achieve activities.
- Identify concerns related to and support adherence to GBV referral protocols by all relevant organizations and agencies
- Support the identification of GBV focal points in health, site management, wash and shelter programs.
- Maintain effective working relationships with relevant stakeholders including community leaders and other implementing organizations and agencies
- Prepare and submit weekly, monthly and three-month work plans in a timely manner, and incorporate supervisor feedback as requested; Compile monthly activity report for submission
- Ensure that all relevant financial documentation is accurately completed and submitted
- Ensure that attendance records and other reporting tools are implemented and routinely provided to relevant staff including M/E Officer and/or Program Assistant
- Monitor data collection to ensure that staff collect data in safe and ethical ways
- Maintain positive coordination and relationships with partner and other sector staff.
- Provide general assistance to the development of GBV projects
- Perform any other tasks that may be assigned by the supervisor.
- Ensure program operations and activities adhere to legal guidelines and internal policies
- Keep senior management informed with detailed and accurate reports or presentations

Qualification Requirements:

- Master's Degree or higher degree in Sociology/Social Science/Law or other relevant field;
- Significant (05 years).
- UNFPA/UN project experience highly desirable
- Excellent interpersonal, written, and oral communication skills in English required;
- Experience building and maintaining partnerships with other projects, local organisations, host country governments, and international agencies.

- Proven experience as Project Coordinator or other managerial position
- Thorough understanding of project/program management techniques and methods
- Excellent Knowledge of performance evaluation techniques and key metrics
- Working knowledge of MS office, Internet.
- Willing to move to field visit (50 to 60% time).

Further Information & Application Details:

Further information in regards to this opportunity can be found in the Position Description available from the Careers page of ASK website at: www.askbd.org Applications should include a current CV, cover letter and a response to the key selection criteria as outlined in the Terms of Reference.

Salary and benefits:

Salary: BDT 60,000 (consolidated) per month and other admissible benefits as per HR policy of Ain o Salish Kendra (ASK) which will be deducted from the monthly consolidated salary.

The closing date for applications:

If you are interested, please send your CV with a cover letter (You must mention the position title at subject line of your email). The **deadline** for submission of applications is Tuesday, 1st May, 2018. Please send your application to **Executive Director**, Ain o Salish Kendra (ASK) 7/17, Block – B, Lalmatia, Dhaka – 1207 or e-mail: ask@citechco.net

We welcome and thank all applications, however only shortlisted applicants will be contacted.

Although Ain o Salish Kendra (ASK) is an equal opportunity employer but women candidates are highly encouraged to apply.

About the Organization:

Ain o Salish Kendra (ASK)

Ain o Salish Kendra (ASK), a national legal aid and human rights organization, was established in 1986. Over the last thirty years ASK has evolved a comprehensive approach to the promotion and protection of legal and human rights. Its strategies promote human rights awareness and community activism; offer legal aid through mediation and litigation, while clients are given psycho-social counseling; investigations into human rights violations and their documentation are supplemented by research which together lead to media campaigns to defend human rights, and public interest litigation for law and policy reform. Being committed to attaining gender equality at every sphere of life, ASK's activities have special focus on women but

providing legal aid to victims/survivors of arbitrary arrest, preventive detention and taking stand against unlawful evictions, extra judicial killings, torture and death in custody, condition of the prisoners and interests of the religious and ethnic minorities very much are its concerns. ASK's advocacy is carried out both at the national level and international level. ASK's publications are an important means of disseminating information and knowledge.

For more information about ASK and what we do visit our website at www.askbd.org