



## VACANCY ANNOUNCEMENT

### Job Description

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- **Position: Team Leader – 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

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The Team Leader provides leadership, management, and strategic direction for the provision of ASTHA project. This position is responsible for guiding the ASTHA team, for assuring that services are responsive to the stated priorities of UNFPA Bangladesh and of excellent quality, and for achieving maximum value for money. The Team Leader will be reportable to the Executive Director, and will exercise authority within technical services team for technical, management, resource allocation and personnel decisions. S/he will perform all the work in consultation with the senior management of ASK. S/he will play a significant technical role in monitoring, evaluation and research in relation to UNFPA’s overall investment.

### **Duties will include but are not limited to the following:**

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- Plan, coordinate, supervise and lead the activities of the project as per project goal and objectives
- establish work plan and staffing and arrange for assignment of project personnel
- responsible for coordination & supervision of all activities of consultants, referral committees, partners and others, maintain liaison with PNGOs, donors, govt. multi-sectoral services etc.,
- provide technical assistance & review reports prepared by case managers and M&E manager and prepare and review project reports for ASK and UNFPA.
- Confer with project personnel to provide technical advice and to resolve problems, responsible for overall quality and management of the project,
- Oversee budget & ensure financial accountability, document and disseminate learning's and good practices from project districts to policy makers organizing/participating project implementation and project steering committee meeting jointly organized with other project with MoWCA and others.
- 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:**

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- Master's Degree or higher degree in Sociology/Social Science/Law or other relevant field;
- Significant (10 years+), senior-level experience designing, implementing, and managing programmes;
- Experience leading the management of overseas development assistance contracts, (UNFPA/UN project experience highly desirable);
- Excellent interpersonal, written, and oral communication skills in English required;
- Demonstrated success managing consortia or multi-donor programmes desired;
- Experience building and maintaining partnerships with other projects, local organisations, host country governments, and international agencies.
- Proven experience as program director or other managerial position
- Thorough understanding of project/program management techniques and methods
- Excellent Knowledge of performance evaluation techniques and key metrics
- Outstanding knowledge of data analysis, reporting and budgeting
- Working knowledge of MS office, Internet.
- Excellent organizational and leadership skills
- An analytical mindset with great problem-solving abilities
- Willing to move to field visit ( 50 to 60% time).

## Further Information & Application Details:

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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](http://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:

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**Salary: BDT 150,000 (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:

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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, 1<sup>st</sup> 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](mailto: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:

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### 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](http://www.askbd.org)