

JOB DESCRIPTION

Programme Manager - WASH

Responsible to: Country Director Bangladesh

Location: Bangladesh

Purpose of the Post:

A member of the Senior Management Team in Muslim Aid's country office in Bangladesh ('Muslim Aid'), the job holder will take a leading role in the strategic development of the country programme, ensuring an integrated programme approach that adheres to Muslim Aid's standards and policies. She/he will lead, coordinate and report on the design, development and implementation of Muslim Aid's programmes in accordance with its strategic objectives.

The Programme Manager will be responsible for providing policy analysis of WASH and development issues to enhance the influencing capacity of Muslim Aid in the sector through contributing to research into WASH issues in a bid to have sustainable improvements in the provision of safe water, sanitation and hygiene for disadvantaged people in Bangladesh.

Main Responsibilities:

Strategic Management

1. As part of SMT, take a leading role to provide strategic direction for the Muslim Aid WASH programme through development and implementation of the new country programme strategy.
2. Lead on the development of new and innovative Muslim Aid WASH programmes, operating at international aid delivery standards to deliver equitable inclusive and sustainable WASH services.
3. Lead in the development and roll out of organisational and country specific policies & frameworks
4. Lead the production of strategic analysis, reviews, evaluations and plans for adaptive programme management development and expansion.
5. Work with the Country Director/Head of Programmes to develop and maintain a funding strategy to ensure future funding streams are adequate for delivering Muslim Aid's strategic objectives.
6. Ensure that internal and external reporting requirements are met in an effective and timely manner in collaboration with the relevant units.
7. Take a leading role in the effective management and monitoring of partnership and funding contracts ensuring adherence to quality standards and relevant donor requirements while assuring community preferences.
8. Ensure and promote good communication and knowledge exchange between different programmes, and between the country office and the head office.
9. Use knowledge to continuously improve programme quality, design and management.

Programme Planning and Management

10. Lead in high quality programme development through appropriate Project Concept Notes, Proposals and associated budgets, ensuring adherence to Muslim Aid's programme Cycle Management Procedures, global policies & procedures.
11. Provide management and technical support to the country office team to ensure effective implementation of programmes; compliance to donor guidelines and timely delivery on programme objectives
12. In collaboration with the Emergencies Programme Manager to ensure that Muslim Aid develops and maintains a capacity to respond and mitigate emergencies as deemed appropriate by SMT
13. Ensure that opportunities for working through partners are fully explored and due diligence checks are carried out
14. Support the management and implementation of capacity building plans for partners as required and that partners are integrated into programme cycle management processes.
15. Ensure that cross cutting issues -equality, gender, climate change, sanitation and hygiene - are mainstreamed into all programme activities;

Donor Compliance and Reporting

16. In collaboration with the head office and the country office institutional fundraising manager, ensure effective compliance with funding agreements through translated proposal documents, start-of-project workshops and training on donor guidelines
17. Effectively manage and lead the programme teams to ensure appropriate funding agreement reporting schedules, preparation of quality donor narratives and financial reports.
18. Guide team in preparing Muslim Aid's monthly, quarterly, and annual reporting, consolidating inputs into the country level report.

Financial Management & Systems

19. Review programme budgets and ensure appropriateness and alignment with donor regulations and project budgets.
20. Work with Finance and the assigned programme budget holders to ensure close management of relevant budgets and expenditures in compliance with donor guidelines and management account feedback
21. Prepare programme portion of funding proposals' budgets in collaboration with Finance and relevant programme staff and respond to or act upon reviews of all donor financial reports for compliance and accountability
22. Ensure procurement plans are in place for each project and programme according to programme budgets & budget narratives
23. Support develop effective systems and logistical support to programmes, ensuring programme managers understand and comply with Muslim Aid's finance and procurement Procedures & Policies.

Coordination & Networking

24. Oversee the development and use cutting-edge analysis and position papers on relevant WASH or inter-sector issues and other programme-related knowledge pieces with national, regional or local level impact to ensure WASH is prioritised.
25. Ensure Muslim Aid is appropriately represented and participates actively in relevant coordination structures at the field level and provide the appropriate support to sector institutions and donors targeted at strengthening sector capacity and institutions.

26. Support the articulation and clarity of Muslim Aid's policy positions on key issues of focus and other evolving national challenges and obstacles for the right to water and sanitation, using these to effectively influence government and sector actors, strengthen voice and participation of citizens in WASH and national governance.
27. Contribute to national-level INGO, bilateral and multilateral institutions, including the UN, coordination efforts to facilitate effective aid delivery in the country.
28. Stand in for the Country Director to represent Muslim Aid at relevant government, donor or inter agency meetings.

Policy

29. Analyse government and donor policies and assess impact on sustainable and equitable delivery of WASH services.
30. Responsible for the communication of evidence to the sector and other relevant stakeholders; gauge sector processes and gather intelligence so as to ensure the 'research into use' is timely and targeted.
31. Facilitate the process of building capacity of Muslim Aid and its partners to plan and undertake effective policy and campaigning programmes.
32. Keep informed about key political and socio economic developments and WASH events and opportunities in Bangladesh, to assess policy development by other sector players.
33. Identify, prioritize and manage a specific policy agenda as part of Muslim Aid's influencing work in Bangladesh.
34. Support networks and build allies and partnerships to leverage Muslim Aid's visibility in the sector and beyond to include working with government agencies, local and national NGOs and other partners.
35. Develop and strengthen links with policy and advocacy networks nationally and, in collaboration with other programme managers and head of programmes to spearhead Muslim Aid's policy influencing agenda.

Staff Management, Development and Organisation Learning

36. Provide technical support and on-going on-the-job training and coaching to staff in management and or technical (programme) areas.
37. Ensure proper staff performance management processes are undertaken and maintained with people management responsibility, ensuring that all processes are properly documented.
38. Ensure that work within the programme team(s) is planned and organised in a way which will meet the organisation's needs in the most cost effective manner, ensuring that team members are given appropriate workloads and are working efficiently.
39. Build clear processes in each programme to ensure organisational learning is prioritised and systematically used in Project Cycle Management, external exchange and advocacy.
40. Undertake any other responsibilities, tasks or activities as reasonably required.

General

41. Maintain constructive, purposeful and trust-based relations with all colleagues.
42. Participate in all meetings, committees, forums, projects and assignments as required.
43. Proactivity work toward continuous professional development through maintaining up-to-date knowledge of effective programme implementation and development models, approaches and practices.
44. Maintain and store all records in hard and soft copy formats in line with Muslim Aid data management and IT policies.
45. Comply with all policies, procedures, legal and regulatory requirements.
46. Champion Muslim Aid's values of compassion, empowerment, justice for all and accountability when performing your work.
47. Perform any other duties commensurate with the accountabilities of the post.

The above is given as a broad range of duties and is not intended to be a complete description of all tasks. It is important to note that the responsibilities may change to meet the evolving needs of the way Muslim Aid works in Bangladesh.

PERSON SPECIFICATION

Programme Manager - WASH

Knowledge and Experience	Essential/ Desirable	Tested by: Application Form (A) Assessment (T) Interview (I)
Qualification(s) a) Educated to Postgraduate degree level from recognized university in development, economics, agriculture, management, or any other relevant subject or demonstrable equivalent experience. b) Evidence of continuous professional development.	Essential Essential	A A & I
Knowledge c) An in depth understanding of national and international development issues. d) Knowledge of good practice in programme development and implementation. e) Technical competence in needs assessments and report writing in English. f) Technical competence in project development, implementation, monitoring and evaluation. g) Knowledge of business development and resource management. h) IT literate with demonstrable knowledge of Microsoft Outlook, Word, Excel and PowerPoint. i) Knowledge of Micro Finance, Economic empowerment, Livelihoods, agriculture, Water-sanitation, DRR, child protection and climate change programmes j) Knowledge of primary education and health systems in Cambodia. k) Contemporary understanding of issues and challenges facing international development and humanitarian organisations. l) Strong knowledge of CHS and SPHERE standards. m) Clean Driver's License (Motorcycle or car)	Essential Essential Essential Essential Desirable Essential Essential Desirable Desirable Desirable Essential	I & T I & T I & T I I T A & I A & I I I A & I
Experience a) Proven experience in leading, developing and implementing development and humanitarian programmes, especially on Education, Livelihoods, Microfinance, Agriculture, Health, WASH, Humanitarian, DRR, or Children Care in Cambodia and/or in the region. b) Previous experience in working with	Essential Essential	A & I A & I

Government agencies, NGOs and providing support to partners.		
c) Experience of producing monthly work plans and expenditure plans	Essential	A, I & T
d) Experience of procurement.	Desirable	A & I
e) Proven experience in reviewing, monitoring and evaluating programmes, and using quantitative and qualitative methods and approaches.	Essential	A & I
f) Proven experience of leading, managing and supervising a diverse programme teams including distance management.	Essential	A & I
g) A track record of capacity building, and promoting learning and development activities.	Essential	A & I
h) Experience of delivering training and coaching to staff.	Desirable	A & I
i) Experience of developing and successfully implementing departmental work plans and budgets to accomplish organisational objectives.	Essential	A & I
j) Demonstrable experience of Project Completion Reporting with impact assessment.	Essential	I & T
k) Proven experience of developing quality proposals and reports for a variety of donors, and successfully fundraising with EC, ECHO, UN and DFID.	Essential	A & I
l) Substantial experience in managing resources and external relationships with a range of people and organisations.	Essential	A & I
m) Experience of promoting effective partnerships	Essential	A & I
n) Experience of growing funding from institutional donors.	Desirable	A & I
Skills		
o) Fluent in written and spoken English and Khmer.	Essential	A, I & T
p) Strong people and team management skills including managing people at a distance.	Essential	A & I
q) Excellent interpersonal and communication skills	Essential	I
r) Good networking, influencing and negotiation skills.	Essential	I
s) Meticulous attention to detail with high degree of accuracy.	Essential	A & T
t) Excellent problem solving skills, with the willingness to deal with problems as they arise.	Essential	I & T
u) Proven analytical skills and ability to think strategically.	Essential	I & T
v) A strong network of contacts in relevant fields.	Desirable	A & I
Abilities		
w) Demonstrated ability to interact	Essential	A & I

professionally with culturally and linguistically diverse groups of people.		
x) Ability to work with minimal supervision	Essential	A & I
y) Ability to produce results in a high pressure environment within tight deadlines and budgets	Essential	A & I
z) Ability to work hands-on as well as strategically to contribute to the overall success of the organisation.	Essential	A & I
aa) Willingness to travel nationally and overseas.	Essential	A & I
bb) Ability to perform well in challenging and sometimes difficult environments.	Essential	A & I
cc) Ability and willingness to work closely with others as part of a team and on your own initiative.	Essential	A & I
dd) Ability to deal with difficult situations and conflict with tact and required sensitivity.	Essential	A & I
ee) Ability to maintain confidentiality.	Essential	I
ff) Self-motivated and happy taking the initiative to drive projects forward	Essential	A & I
gg) Ability and willingness to keep up to speed with industry trends and practices.	Essential	I
hh) Willingness to transfer to other departments/ projects/locations as required.	Desirable	I
Commitment		
ii) Commitment to Muslim Aid's mission, visions and values.	Essential	I
jj) Commitment to Muslim Aid's ethos.	Essential	I
kk) Commitment to equality of opportunity and diversity.	Essential	I
ll) Hard working and self-motivated.	Essential	I

Please signify your acceptance of this job description by signing below and returning a copy to the Employer

Employees Name:

Employees Signature:

Line Manager's Name:

Line Manager's Signature:

Date: