



Recruitment Circular

Job Title: Head of Program (Rights, Gender and Humanitarian Response)

Organization: DALIT

Number of Vacancies: 01 (One)

Employment Status: Full-time

Responsibilities and Tasks:
Responsibility - 01: Project Development
<ul style="list-style-type: none">• Generate innovative project ideas aligned with DALIT's mission and strategic objectives.• Write detailed concept notes and compelling project proposals for funding opportunities.• Collaborate with stakeholders to ensure projects address key rights, gender, and humanitarian issues.• Stay updated on emerging trends and best practices in the development sector to inform project design.
Responsibility - 02: Strategic Planning and Management
<ul style="list-style-type: none">• Assist in formulating and refining organizational strategy to effectively address rights, gender, and humanitarian concerns.• Update organizational policies and implement personnel management rules to ensure compliance and efficiency.• Manage program budgets effectively; ensuring resources are allocated strategically to maximize impact.• Work closely with the executive team to align programmatic goals with overall organizational objectives.
Responsibility - 03: Human Resources Management
<ul style="list-style-type: none">• Assist the recruitment process, including sourcing, interviewing, and hiring qualified staff members.• Provide mentorship and support to project staff, fostering a positive and inclusive work environment.• Conduct regular performance evaluations and provide constructive feedback to enhance staff development.• Continuously evaluate and refine programmatic approaches based on feedback and lessons learned.• Identify training needs and develop capacity-building initiatives for project staff and partners.
Responsibility - 04: Coordination and Partnership
<ul style="list-style-type: none">• Establish and maintain effective coordination, communication, and partnerships with both local and international actors and institutions.• Cultivate relationships with donors, NGOs, government agencies, and other stakeholders to facilitate collaboration and resource mobilization.• Proactively identify opportunities for partnership development and collaboration to further

<p>DALIT's mission and goals.</p> <ul style="list-style-type: none"> • Coordinate and facilitate monthly coordination, progress review meeting and others periodic meeting with project staff and respective PNGOs of the project • Represent DALIT in relevant forums, conferences, and meetings to advocate for rights, gender equality, and humanitarian principles.
<p>Responsibility - 05: Project Implementation and Monitoring</p>
<ul style="list-style-type: none"> • Oversee the implementation of all project activities, ensuring they are carried out efficiently and effectively. • Provide ongoing supervision, support, and guidance to project teams at the community and administration levels. • Monitor project progress and outcomes, identifying areas for improvement and taking corrective action as necessary. • Ensure timely delivery of project reports and maintain comprehensive documentation to track progress and impact. • Prepare contingency plan according to the situation and assumption to mitigate the risk
<p>Responsibility - 06: Budget Management</p>
<ul style="list-style-type: none"> • Develop and manage program budgets in accordance with donor requirements and organizational guidelines. • Monitor budget expenditure and ensure adherence to financial procedures and regulations. • Provide regular updates to senior management on budgetary status and financial performance. • Identify opportunities for cost savings and efficiency improvements without compromising program quality.
<p>Responsibility - 07: Reporting and Documentation</p>
<ul style="list-style-type: none"> • Lead to prepare work plan, guidelines and other documents for effective implementation of all project activities to achieve the intended results • Ensure timely and accurate reporting on program activities, outputs, and outcomes. • Maintain comprehensive documentation of project data, including progress reports, case studies, and success stories. • Develop and implement systems for data collection, analysis, and reporting to track program impact and inform decision-making. • Ensure compliance with donor reporting requirements and internal monitoring and evaluation frameworks.
<p>Reporting:</p>
<p>Head of Program will report directly to the Executive Director and maintain both horizontal and vertical connections with other colleagues within a matrix management structure.</p>

Educational Requirements:

Minimum Master's degree in social science/relevant subject

Age Limit:

Maximum 45 years.

Experience Requirements:

Applicants should possess a minimum of five to seven years of relevant experience in areas such as human rights advocacy, governance, leadership, gender equality, and social development.

Additional Job Requirements:

- Proficiency in both English and Bengali languages, including speaking and writing abilities.
- Previous experience in facilitating training sessions and workshops.
- Knowledge and practical experience in supervision, monitoring, and reporting.
- Proficiency in Microsoft Office applications, including Word, Excel, PowerPoint, and familiarity with tools such as Photoshop, MS Teams, Zoom, data analysis, and project management software.
- Excellent communication skills, both verbal and written.
- Strong teamwork abilities coupled with effective leadership skills.
- Self-motivated and supportive of team members' efforts and tasks.
- Valid motorcycle driving license and proficient motorcycle driving skills.
- Clean police record with no prior involvement in legal cases.
- Non-affiliation with any political party as an active member.
- Previous experience working with Dalit or marginalized communities is advantageous.

Job Location:

Khulna (and DALIT's working area)

Salary:

Tk. 80,000 (monthly)

Other Benefits:

- Gratuity
- One festival bonus annually
- Additional benefits in accordance with organizational policy

Apply procedure

Interested candidates who fulfill the aforementioned requirements are encouraged to submit their cover letter and CV in English, with a maximum of four pages, via email to **career.dalit@gmail.com** no later than September 30, 2024. Please note that only shortlisted candidates will be contacted for further proceedings. Any attempts at persuasion will result in disqualification of the candidate.

Applicant must enclose his/her Photograph with CV.

Application Deadline: September 30, 2024