

## Job Description

**Job Title:** Humanitarian Programme Manager  
**Line Manager:** Head of Programmes  
**Location:** Dhaka, Bangladesh

### Purpose of the Post

The Humanitarian Manager oversees disaster preparedness, risk reduction and timely and effective response to disasters and emergencies to reduce suffering and loss of life. The Humanitarian Manager supports Muslim Aid's capacity to respond to anticipated humanitarian crises within 72 hours of the disaster.

The Humanitarian Program Manager will provide overall management and leadership of the Bangladesh Humanitarian Programming, with the technical leads. S/He will be responsible for ensuring the elaboration and implementation of the response strategy, Preparedness work, operational plans and budget. S/He will provide a coherent integrated response; financial and human resources security; an appropriate campaign/advocacy dimension.

### Main Responsibilities

- Lead on developing and implementing the country humanitarian strategy.
- Contributes and provides leadership to the overall MA response, by reinforcing strategies with communication and advocacy.
- Supports and maintains oversight of financial and people resourcing for the Humanitarian response.
- Liaise with MA institutional donors and MA departments (Finance, HR etc) to ensure timely information flow, secure funding for emergency projects and ensure MA policy and processes are followed.
- Oversee the preparation and implementation of a country wide humanitarian plan by ensuring resources and leadership
- Act as the focal point within Bangladesh for all World Humanitarian Summit related issues.
- Participates in global level Preparedness work under the guidance of Global Head of Humanitarian level response coordination.
- Take lead on the Humanitarian Capacity Development and Preparedness work of MA in Bangladesh.
- Maintains effective partner grants and reports monitoring system, ensures adherence to MA policies and procedures on partner management represents MA to government officials, Consortium, international organizations and NGOs and others stakeholders.
- Ensures staff safety and security procedures are monitored, updated and implemented. This will include an analysis of the risks and the threats to staff working on MA programmes.
- Manages staff in line with MA policies, ensuring that they have the necessary induction, training and support as required.
- Ensure the development of high-performing national program staff to assume greater levels of responsibility;
- In coordination with technical Coordinators, build the capacity of staff in key project management principles, tools and approaches and ensure that these new skills are utilized on the job;
- Assist staff to maintain healthy relationships with government institutions and cooperating organizations through regular contacts, visits and fulfilment of project requirements;

- To lead in preparing mid-term and final reports for the donor in collaboration with programme teams, technical Coordinators, senior management team in Bangladesh and partners;
- Ensuring narrative reporting and financial accounting meet MA and donor's requirements; Ensure the development of high-performing national program staff to assume greater levels of responsibility;
- Provide necessary and timely feedback to all staff being directly managed; ensure direct reports follow the same process for performance management of their direct reports and effective and regular coaching of staff;
- Knowledge or appreciation of Bangladesh in terms of its political, economic and social trends plus a good understanding of the key development and humanitarian issues in the region;
- Work with project staff to develop and implement progressive but realistic performance and development plans;
- Ability to travel to remote programmatic sites within the country
- Any other tasks assign by Head of Programmes.

## **PERSON SPECIFICATION**

**(E) = Essential**

**(D) = Desirable**

### **Qualifications**

- a.) Bachelor degree in relevant field. (E)

### **Experience/Ability**

- a.) A minimum of 5 years of experience in similar roles specifically in managing humanitarian Response and Humanitarian Capacity Building work funded by different donors. (E)
- b.) Experience in leading and motivating multi-disciplinary and partially geographically remote teams; a high degree of self-awareness and understanding of how to drive and support excellent team performance and individual development; experience with people management; (E)

### **Knowledge**

- c.) Good knowledge of developing and implementing monitoring systems to track the effectiveness of programs and an ability to build cooperative, professional relationships with donors, partners and peer organizations. (E)

### **Skills**

- d.) Excellent personal communication skills, in written and verbal English. (E)
- e.) Good interpersonal, influencing, diplomacy and negotiating skills. (E)
- f.) Able to work under pressure and to meet deadline. (E)
- g.) Analytical and problem solving skills. (E)
- h.) Work with multi-culture environment. (E)
- i.) Expert in MS application( Word, Excel, and PowerPoint ). (E)

### **Commitment**

- j.) Commitment to Muslim Aid's mission, visions and values (E).

- k.) Commitment to Muslim Aid's ethos (E).
- l.) Commitment to equality of opportunity and diversity (E).
- m.) Hard working and self-motivated (E).

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

**Employee Full Name:** \_\_\_\_\_

**Signature & Date:** \_\_\_\_\_

**Line Manager:** \_\_\_\_\_

**Signature & Date:** \_\_\_\_\_