



Job Description

Project Support Officer

Position based in	: Dhaka, Bangladesh
Desired date for taking-up duty	: ASAP
Post Type	: Full Time
Contract Type	: 1 year with possibility of extension

Hierarchical and organizational links:

Reports to :	CLARISSA Country Coordinator
Coordinates with	Senior Social Protection Focal Point, Senior Participatory Action Researcher, Lead Community Mobilisers
Direct line manager of	Support Assistant
Technical referent :	HR & Log Manager, Programme Administrator, Finance Manager

Child Labour: Action-Research-Innovation in South and South-Eastern Asia (CLARISSA)

CLARISSA is a newly established programme, delivered by a consortium of organisations and led by the Institute of Development Studies (IDS), to generate a strong evidence base on, and innovative solutions to, the worst forms of child labour (WFCL) in Bangladesh, Myanmar and Nepal.

The programme is designed to build on the strengths of all Consortium partners to work towards a decrease in the number of children in the WFCL in the programme countries. Its focus is on surfacing key drivers of the worst forms of child labour and developing interventions to counteract them.

The primary participants of the programme are children in the worst forms of child labour and those who are vulnerable to being drawn into it. The families of these children will benefit from greater resilience to shocks, better options for their children's safe and healthy future and less intra-family stress and conflict.

Overall purpose of the role:

The Project Support Officer will be responsible for providing general operational, administrative, and secretarial support to management and teams within CLARISSA Bangladesh.

Major responsibilities of this role include programmatic support to the Country Coordinator; support the operations of CLARISSA Hub; support events, communications, and field research; and coordination with support departments including logistics, HR, and finance to ensure smooth programmatic operations.

The role is vital to contribute to the smooth operation of the CLARISSA programme in Bangladesh and the delivery of programme outputs and impact in line with agreed Terre des hommes' standards and consortium and donor requirements.

Main Responsibilities:

Specific tasks will include:

- Providing support in maintaining oversight of progress against programme workplan / country level operational plan
- Working with individual programme team members to ensure successful completion of planned activities and delivery of the programme on schedule and in-budget
- Supporting regular internal coordination meetings
- Set up and maintain operational system at CLARISSA Hub
- Maintain petty cash and actual expenditure of day to day operations of CLARISSA Hub
- Liaise with HR, logistics, admin, IT, procurement, and other units to facilitate smooth flow of programme related activities.
- Identify operational, administrative, financial and other bottlenecks that may impede smooth operations of the Hub; recommend solutions and take appropriate remedial action
- Support Country Coordinator in documenting regular progress and reporting at the country level, including provide substantive inputs in the preparation of the government reporting requirements
- Organizing / supporting programme events, meetings, multi-stakeholder workshops
- Organizing / supporting local, national and international travel for the programme team
- Maintaining effective relationships with key programme partners and programme teams to ensure smooth programme operations.
- Supporting the Country coordinator with monitoring and maintaining the risk register, and regular risk reporting
- Contributing to the correct visibility and communication of the programme in line with the organisation's knowledge management and communication protocols.
- Perform any other tasks as assigned by the Country Coordinator.

Educational Qualifications:

Minimum Bachelor's degree, Degree in Project Management, Business Administration or another relevant field.
Knowledge: Fluency in Bangla. Fluency in spoken and written English

Experience Requirements:

- 2 to 3 years' experience of programme support in non-governmental organisations
- Experience of event organisation and facilitation
- Experience of coordinating logistical support to dispersed teams
- Experience in adaptive management methods
- Experience of monitoring project progress, mitigating project risk and managing project change

Skills requirements:

- Highly numerate
- Strong interpersonal skills, including:
- Ability to work in a collaborative and participatory way in mixed skill teams (e.g. researchers and practitioners);
- Skills in negotiation, problem-solving and decision-making
- Strong organizational and time management skills, including the ability to manage a complex workload

Attributes:

- Self-motivated, goal-oriented, enthusiastic and entrepreneurial attitude
- Commitment to team and collaborative working
- Problem-solving approach

Others:

Accept new responsibilities as and when those are assigned by the line supervisor.

The post holder is polite, respectful, honest, punctual (and respects deadlines), creative, pacifist, proactive, committed and – during office hours – non-political. S/he is in constant exchange with colleagues and supervisors, communicates problems and enriches discussions. S/he treats people of different religion, age, sex, and economic status appropriate and equally and actively ensures their wellbeing and raises his/her voice when required. S/he is willing to improve own capacities and is open for all topics Tdh is working on to actively contribute to a comprehensive programme implementation.

S/he uses Tdh equipment, vehicles and premises, internet and electricity economically and responsibly. S/he positively represents Tdh to beneficiaries, stake holders and the general public.

Application process and deadline:

Application should include curriculum vitae and cover letter addressed to the Country Representative, Terre des hommes Foundation with **"Project Support Officer"** in the subject field.

Special Instructions: Cover letter with an updated CV should include current salary (if in employment) or last salary drawn, and expected salary, names of two supervisors (including recent) to serve as references with phone and email contact info, and earliest date of availability.

Only properly complete applications will be considered for short-listing. Short-listed applications will subsequently be called for written and interviews.

Candidates should apply only through bgd.recruitment@tdh.ch. The deadline is on **11th October 2020 by 5.00 pm**.

Recruitment procedure follows the Terre des hommes Child Protection Policy. Tdh is an equal opportunity organization.

Read before applying

Tdh and Tdh employees are required to abide by the values and principles outlined in Tdh Global Code of Conduct and Risk Management Policies.

- Fully complies with Tdh's Global Code of Conduct and systematically reports any breach to the Code through the whistleblowing procedure: raises awareness within the Foundation on abuse and violence and the rights deriving therefrom, respecting the rights and dignity of children, members of the communities and our own Staff.
- Commits to respecting Risk Management Policies including: Safeguarding Policies (Child Safeguarding Policy, Policy on the Protection against Sexual Exploitation and the Directive on Staff Misconduct at the Workplace), Safety and Security Policy and Anti-Fraud/Corruption and Prevention of the Financing of Criminal Activities Policies.
- Commits to reducing the risk of abuse and harm by developing a culture of open and informed leadership within the organization and in our work with children and the communities in which we intervene in.

Gender Equality & Equal Opportunity

We are committed to narrowing the gender gap in all positions. We welcome and strongly encourage qualified female professionals to apply.

We are an equal opportunity employer and value diversity at our organization. We do not discriminate on the basis of race, religion, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

We offer an exciting and varied work, useful and meaningful, in a team that wants to make a difference for vulnerable children. Are you interested to join our committed team to face this challenge?