

## Vacancy Announcement



PRIP Trust, a national Capacity Building NGO will be implementing the project titled "APARAJITA: Political Empowerment of Women", with funding from Swiss Agency for Development and Cooperation (SDC) for a period of four years in the Districts of Sylhet, Sunamganj, Moulvibazar, Habiganj, Sherpur, Jamalpur, Rajshahi, Chapai Nawabganj, Satkhira, and Gopalganj.

The objective of this Project is to build the confidence, knowledge and capacity of Elected Women Representatives and to encourage networks of mutual support so that they can fulfill their obligations to their electorate and contribute to making local Government and local service provision more responsive, especially to the needs of women. PRIP Trust is seeking applications from the qualified candidates for the following positions to implement the above mentioned Project.

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### Program Officer-Advocacy and Networking (Field Level) (Position-05)

#### Role

Program Officer-Advocacy and Networking is responsible for implementation of the Advocacy and Networking strategy so that APARAJITA Project is able to advocate and lobby for changes / legal reform in laws and policies in Gender issues in Local Government especially related to constraints for EWR inclusion/ participation as well as to achieve the goal of initiating, developing and sustaining long term, effective relationships with the targeted constituencies and of educating and mobilizing those constituents, through advocacy and networking activities.

#### Main Duties and Responsibilities:

SL. #	Duties	Specific Tasks
1.	Development of Strategy papers on advocacy and networking	<ul style="list-style-type: none"> <li>• Develop policy advocacy and lobbying agenda on governance issues at the regional and country level;</li> <li>• Develop evidence based advocacy messages and/or materials ie presentations, policy briefs etc in consultation with the Program authority;</li> <li>• Develop and implement the research agenda and facilitate research for advocacy;</li> <li>• Provide technical assistance to the other project staff in promoting advocacy and research works;</li> <li>• Track policies and analyze the same to support advocacy;</li> <li>• Forward the policy advocacy priorities of the agency which are focused on promoting political empowerment of women through engagement of numbers of EWR;</li> </ul>
2.	Mobilization of local leadership	<ul style="list-style-type: none"> <li>• Liaise and seek to influence the LG authorities in implementation of policy issues;</li> <li>• Mobilize the local leaders to listen, learn, act, and raise their voices depending on local resources, experience and expertise;</li> <li>• Listen to the concerns of EWR and the local leaders and contribute to the development of new networks, programs and ideas for education and advocacy;</li> <li>• Arrange and conduct Partnership-Building and sharing workshops with partner NGOs on the Partnership Model</li> </ul>

SL. #	Duties	Specific Tasks
3.	Conduction of meeting and seminars	<ul style="list-style-type: none"> <li>• Conduct meetings and workshops on advocacy, policy issues and networking building, and on the materials, resources in order to build awareness, educate and promote the engagement of EWR;</li> <li>• Organize consultation meeting with EWR Network leaders in relation to Gender issues related to Local Government Reforms, ADP, and Citizen Charter;</li> <li>• Organize national seminar EWR Net work to prepare and present position paper with Strategic partners to Local Government Functions, Parliaments, publish Position paper and proposed legal and institutional amendments, ADP, and Citizen Charter;</li> <li>• Facilitate the working group activities to mobilize the support group for including the EWR in the Law review committees, and consultations regarding proposed amendments to Laws, ordinance, directives in relation to Gender, and ADP from Local to National Level</li> <li>• Organize workshops on proposed amendments to laws ordinance, directives for making Gender responsive Local Government Systems by introducing Gender Audit;</li> </ul>
4.	Documentation and Reporting	<ul style="list-style-type: none"> <li>• Participate actively in documentation of success stories and other information;</li> <li>• Document lessons learned in the advocacy and networking building intervention;</li> <li>• Support program reporting, peer learning on key cross cutting issues within the program, and keep abreast of changing sector knowledge and best practice;</li> <li>• Prepare and present an annual performance report on the advocacy and networking building intervention;</li> </ul>
5.	Establish Networking and participate in forums at the local, regional and national levels	<ul style="list-style-type: none"> <li>• Facilitate vertical and horizontal Network of EWR with the Standing Committees</li> <li>• Build Linkages with MAB, Upazila Association and BUFP</li> <li>• Support EWR Networks to organize conference, seminar and issue raising training/workshop with the Standing Committees and sharing of ADP and Citizen Charter.</li> <li>• Support EWR networks linkage with media (electronic and print) for Policy Advocacy, including ADP</li> <li>• Share experience in resource mobilization and low cost approaches for Good representational practice on Social Accountability, ADP, and Citizen Charter</li> <li>• Organizing issue based Events by 10 Networks. Like; mobilization and low cost approaches for Good representational practice on Social Accountability, ADP, and Citizen Charter</li> <li>• Participate in forums and meetings at national, regional and country levels</li> <li>• Participate in periodic learning and coordination meetings;</li> <li>• Represent the meeting and seminars on behalf of the project;</li> </ul>
6.	Miscellaneous	<ul style="list-style-type: none"> <li>• Any other activities as per requirement of the project;</li> </ul>

#### Required Qualifications and Competencies

- Educational qualification must be Master in Social Science (MSS) or relevant subject/B.A/B.S.S/B.S.C with 2 years working experience.
- Minimum 5- 7 years of working experience in NGOs or Development Sector and at least 02 years of experience in the similar position under Local Government Project.
- Ability and Willingness to work under pressure.
- Good oral and written communication skill both in English and Bangla.

- Basic computer knowledge

**Salary Range**

- TK 12,000-17,000/-

**Other Benefits**

- Yearly festival bonus, Yearly increment, other benefits as per project budgetary provision.

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If you meet the above requirements, please send a complete CV along with a cover letter, all relevant certificates and two copies of recent PP size Photographs, photocopy of National ID card, name and address of two non-relative referees to the Executive Director, PRIP Trust, House#72, Road # 8/A, Dhanmondi R/A, Dhaka-1209 on or before 29<sup>th</sup> December 2011. Applicants are requested to write the name of the position applied for on the top of the envelope. Only short listed candidates will be called for interview.

**Women are especially encouraged to apply.**