

**Name of Project/Department :** Planning & Resource Mobilization (PRM)

**Name of Post :** Assistant Director-Planning & Resource Mobilization (AD-PRM);

(The abusers of children, adolescent, youth, women, aged people, person with disability and people with ethnic community need not apply)

**Number of Vacancies:** 1 (One)

**Job responsibilities:**

**Overall or primary responsibility:** Key responsibilities for this position include tracking Requests for Applications (RFAs)-RFEOI/RFPP/RFPCN opportunities from donors, government agencies, large foundations and corporations, assessing NDP's competitiveness and strategic positioning in light of these opportunities, and producing complete proposals for submission to potential donor agencies and foundations.

**Specific duties and responsibilities**

**a. Project Proposal Development :**

- Regularly track donors, potential donors, and proposal submission opportunities, search for REOI/RFP/RFPCN, readout and review for eligibility check, prepare checklist for required enclosures and submission requirements and keep records of date/deadline of submission of EOI/RFP/Concept Note;
- Conduct background research on EOI/PP/PCN opportunities and assist in collection and analysis of information necessary for innovative and responsive proposals;
- As assigned, lead proposal development processes; write , draft and edit EOI/PCN/PP ensuring final production of a competitive proposal, which are eligible for NDP for submission to the respective donor; use writing skills to transform technical content and conceptual design into polished final proposals that are responsive to donor guidelines
- Work with teams of technical, field and management staff and coordinate with the stakeholders, and collaborators throughout the proposal development process;
- Complete registration process for online EOI/proposal/concept note submission and keep update of various registrations like UN Portal, PADOR, DUNS, etc with the support of IT departments.
- Search & find out different statistics and information from different documents (SDGs, Five Year Plan, Government policies, BBS Reports, Donors Publications, etc) to be included in the proposal/concept note.
- Ensuring necessary enclosure documents attested by Gazetted Officer (if applicable) and complete necessary arrangement for submission in due date and time.

**b. Documentation:**

- Collect and preserve all proposals and concept note (both hard copy and soft copy);
- Preserve enclosures for the proposals and project documents/ concept note (both hard copy and soft copy);
- Preserve all project agreement copies (both hard copy and soft copy) of NDP;
- Maintain and update list of potential donors/development partners;

- Collect and preserve important policy papers (SDGs, Five Year Plan, Government policies, BBS Reports, Donors Publications, etc) for ready reference to be included in the proposals/EOI/PCN.

**c. Knowledge Management :**

- Screening of projects/concepts of different organizations and preserve.
- Collect and preserve ongoing activities/project initiatives/document of NDP for project development.
- Collect/preserve good practices /challenges of various projects for project/concept development.
- Collect and preserve different project information and proposals of different NGOs implementing in different areas of Bangladesh.
- Collect and preserve different donor's strategy papers.
- Conceptualize different donor's strategies and development perspective.

**d. Program/Projects monitoring and Dealing with donor's visit :**

- As assigned ensure program/project monitoring visit and submit Back to Office Report;
- Organizing and managing both field and office level necessary arrangements including vehicle, accommodation, food & others through the coordination with different departments of NDP (Program, HR & Admin and others) for donor visit;
- As assigned prepare presentation /briefing notes for donors and managing arrangement for meeting/presentation for the donor.

**e. Communication, Correspondence and Reporting:**

- Maintain correspondence/coordination/follow up with the colleagues who are involved in project development (as delegated by ED/Director (PRM));
- Support Director (PRM) to maintain correspondence with various donors;
- Follow up communication with donors on behalf of Director (PRM);
- Support Director (PRM) to maintain correspondence with different projects heads /colleagues;
- Follow up communication with the project heads/colleagues on behalf of Director (PRM);
- Writing/preparing/drafting various notes, presentations, reports, document/mail, etc.
- Correspondence with project heads/programme heads/departments as necessary (NDP management and donors need).
- Regular communication with the project colleagues/heads those who are under Director (PRM).
- Represent the organization in public forums, donor agencies, different stakeholders where required.

**e. Other Responsibility :**

- Ensuring initiative for implementing NDP-safeguarding policy in the project development process and or implementation stage;
- Any other responsibility given by ED/NDP management /Director (PRM).

**Educational Requirement:** Master's Degree in English Literature/Communication & Journalism/Sociology/Social Work from any reputed University in Bangladesh; with good academic track record is required. Better competency & experience in described fields and master's in any subject are also eligible.

**Experience Requirement :**

- Must have 5-7 years working experience on development project management in any reputed NNGO/INGO with ability to design PP/PCN/EOI and good report writing is essential.

**Additional Job Requirements:**

- Having excellent knowledge on socio-economic context and problem of Bangladesh;
- Must have excellent interpersonal and organizational skill with strong leadership & management capability and ability to work with all levels;
- Possess negotiation, conflict management skills;
- Must be able to work independently while also thriving as a team player;
- Strong computer skill with MS Office, Excel, email, internet, Google Docs, Spreadsheet and online databases;
- Skill on training and workshop facilitation;
- Strong capacity for developing budgets for development projects;
- Excellent time-management skills, ability to deliver when facing multiple projects with tight deadlines;
- Outstanding English writing skills and strong analytical, capacity assessment, and planning skills;
- Competency in survey and statistical analysis a plus;

**Age limit:** Maximum 40 Years (For more qualified candidate the age limit may be relaxed up to 45 years)

**Salary Range:** Consolidated (including all) salary will be Tk. 80,000/= (Eighty Thousand) only per month during the probationary period of 6 months. After successful completion of probationary period salaries will be fixed as per pay structure or pay scale with admissible other benefits; like- provident fund, gratuity and festival bonus etc. defined in organization's HR policy.

**Job Location:** NDP Head Office, Bagbari, Shahid Nagar, Kamarkhanda, Sirajganj-6703 with occasional field visit across the NDP working area.

**Applying instruction:** Ask to send the CV with a forwarding letter to [sumaia@ndpbd.org](mailto:sumaia@ndpbd.org); [ndphrd.bd@gmail.com](mailto:ndphrd.bd@gmail.com) or by **2<sup>nd</sup> of March 2023** or requested to send the CV with a forwarding along with 2 passport size color photograph, copies of educational and experience certificates, relevant documents, national ID card, certificate of nationality from Poursava/UP and others addressing to the Executive Director, National Development Programme-NDP, Kazi Motiar Rahman Road, Masumpur, Sirajganj or P.O. Box No. 2 by **2<sup>nd</sup> of March 2023**. Please clearly state the name of the position applied for on the top of the envelope. **The circular is also be available on [www.ndpbd.org](http://www.ndpbd.org)**

*Only the short-listed candidates will be called for interview.*

**Company Information:**

National Development Programme (NDP)

**Address:** NDP Bhaban, Bagbari, Shahid Nagar, Upazilla : Kamarkhand, District: Sirajganj-6703; web : [www.ndpbd.org](http://www.ndpbd.org)

**Business:** NGO