

Name of Project/Department: Planning & Resource Mobilization.

Name of Post: Deputy Director (Communication & Resource Mobilization).

Number of Vacancies: 1 (One)

Job Context: National Development Programme (NDP) is seeking applications from the qualified candidates for the position of **Deputy Director (Advocacy, Communication & Resource Mobilization)**. This position will be primarily responsible for tracking Requests for Applications (RFAs)-RFEOI/RFP/RPCN to get the opportunities from donors, government agencies, large foundations and corporations, assessing NDP's competitiveness and strategic positioning in light of these opportunities and producing competitive proposals for submission to potential donor agencies and foundations.

Job responsibilities:

a. Project Proposal Development :

- Regularly track donors, potential donors, and proposal submission opportunities, search for REOI/RFP/RPCN, 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

b. Policy Advocacy:

- Draft and design the advocacy strategy in alignment with the policies addressed by the projects, the government of Bangladesh and funding agencies.
- Review relevant national and global policies and draft action plans for necessary actions.
- Undertake stakeholder analysis for specific projects and commodities on which NDP works.
- Support to organize local and national level stakeholder consultations, workshops and seminars to disseminate relevant advocacy agenda.
- Prepare knowledge materials for dissemination on policy dialogues.
- Information Management, Effective Networking and Collaboration.
- Maintain a functional relationship with relevant public-private stakeholders.
- Support project staff and partners to maintain network with other local agencies and individuals working in similar areas of programming.
- Provide thoughtful insights in the improvement of the quality of donor reporting, project proposals and relevant knowledge materials.

c. Governments' Relations:

- Manage the stakeholders (Government) from local to national level.
- Continuous effort to improve the relationships with the stakeholders; especially Government Departments and Ministries.

b. Documentation:

- 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 and preserve different project information and proposals of different NGOs implementing in different areas of Bangladesh.

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));
- Writing/preparing/drafting various notes, presentations, reports, document/mail, etc.
- Correspondence with project heads/programme heads/departments as necessary (NDP management and donors need).
- 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/ Social Science/Development Studies 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: Minimum 10 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 45 Years.

Salary Range: Consolidated (including all) salary will be Tk. 100,000/= (One lakh) per month initially in the probation period (6 months). After the confirmation salary will be according to the organization's salary structure. For qualified candidate salary will be negotiable

Job Location: Dhaka. (This position requires frequent visits in all the divisions of Bangladesh).

Applying instruction: Ask to send the CV with a forwarding letter to career@ndpbd.org by **10th of October 2024** 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 **10th of October 2024**. Please clearly state the name of the position applied for on the top of the envelope.

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

Business: NGO

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