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| **Officer –Anticipatory Action** | |
| TEAM/PROGRAMME:Anticipatory Action Programme**\_** Humanitarian Sector  **Project Name** : Child-Centred Anticipatory Action for Better Preparedness of Communities and Local Institutions in Northern and Coastal Areas of Bangladesh | **LOCATION**: **Chottagram** |
| GRADE: **5** | **CONTRACT LENGTH: Regular** |
| **CHILD SAFEGUARDING:**  Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people | |
| The Officer – Anticipatory Action a crucial role in Save the Children Bangladesh's Anticipatory Action Programme, contributing to the success of field operations and partnerships. This position involves leading district / Upazilla-level advocacy efforts for Anticipatory Action, Disaster Risk Reduction, and Emergency Response at national and local levels. The officer will establish collaborative relationships with key stakeholders, including government departments and technical partners, to implement multi-hazard initiatives. Responsibilities include managing field-level operations, ensuring alignment with program objectives, and implementing robust Monitoring, Evaluation, Accountability, and Learning (MEAL) frameworks. The role also involves effective communication, early warning message dissemination, and maintaining organizational branding standards. The officer will play a key role in reporting and documentation, contributing insights to the Anticipation HUB and promoting best practices at both national and global levels. | |
| **SCOPE OF ROLE:**  **Reports to:Manager– Anticipatory Action**  **Dotted reporting to:**  **Staff reporting to this post:** none  **Direct:**  **Indirect:**  **Budget Responsibilities:** No  **Role Dimensions**: This position is based in **Chottagram** with extensive field visits is required particulary in projects locations under Antcipitarory Action programme in Humanitarian Sector. | |
| **Key Responsibilities :**  **KEY AREAS OF ACCOUNTABILITY :**  **Role Clarification considering different phases of contract period (but not limited):**  **Key Area 1: Programme Implementation and monitoring**   * Support to manage and supervise the field-based project activities and provide technical guidance to Partners and SC field staff according to the plan in collaboration with technical partner RIMES. * Assess and monitor data input/analysis and forecasting mechanisms from our data sources (FFWC, BMD and elsewhere) * Provide necessary guidance and support to SC BD and the partner’s field staff to ensure that the project is implemented effectively with high impact according to FbA approach as mentioned in PP and Save the Children’s quality standards of response. * Continuous monitoring/tracking forecast news and analysis data from , RIMES,FFWC, BMD or another source to identify authentic forecast or impact-based forecast. * Monitor progress through field visits, review of FbA indicators, and meetings with staff, communities, partners, and other stakeholders. * Develop operational tools and guidelines for FbA project implementation in collaboration with RIMES. * Work closely with partners to ensure Institutions and communities have better access to local impact-based forecasts and early warning system * Support to partner to ensure fostering of risk-based initiative and anticipatory action to support and improve community flood resilience * Support to organize national level dialogue platforms that serve to exchange lessons learned with other FbA pilots in different districts and promote FbA with interested stakeholders active in the Early Warning Early Action field. * Capacity building Training for BMD, FFWC, hydrometeorological department and other GOVT. key stakeholders.   **Key Area 2: Coordination/Representation**   * Participate in advocacy efforts , partnership building, resource mobilization and coordination meetings, workshops, and forums Districts/ Upazilla Level. * Coordinate and liaise with the Government ministries, BMD, RIMES, START Network, BDRCS/GRC, WFP and FbF working group/ members in the overall programme plans, and operation to enable a cross-organizational culture of effective learning and sharing. * Ensure GO-NGO participation in project implementation and capacity development. * Inspiring Children and Youth to develop Youth Innovation Alliance National and Locally to support AA in collaboration with Climate Change Advisor. * Act as a liaison between the organization and external partners, fostering collaborations, participating in relevant forums, conferences, and working groups, and supporting local-level advocacy and networking for partner NGOs. * Collaborate with youth forums, encouraging participation in Anticipatory Action and awareness campaigns. * Establish and manage youth innovation centers for creative solutions in Anticipatory Action. * Lead youth-led early warning initiatives, empowering advocacy networks for community resilience.   **Key Area 3: Budget Management**   * As a Officer keeps up-to-date financial information and updates on a fortnightly basis and met up with logistical arrangements with full compliance with donor’s regulations. * Work with partner team to ensure effective management of project budget Identify potential variances of expenses vs. budget and recommend appropriate adjustments to member agencies.   **Key Area 5: Collective accountability, Reporting and Knowledge Sharing :**   * Field engagement for capturing first-hand stories from the ground * Collect and compile evidence from the fields and make a dissemination plan * Share best practices and lessons learnt and share to social media platforms. * Pitch new and innovative ideas for knowledge management. * Establish social media handles as well as ensure a stronger representation in Facebook and Workplace across different communities of practice. * Support to conduct project impact evaluation to help us understand the timing of the intervention, reach and main implementation obstacles/barriers * Develop MEAL system in coordination with the MEAL Manager to collect and track data on implementation progress and outputs achieved * Provide technical support and training to SC BD and partners field staff for proper documentation and M&E.. * Support to conduct project impact evaluation to help us understand the timing of the intervention, reach and main implementation obstacles/barriers. * Document case studies of successes, challenges, and other related project experiences to assist organizational learning. * Ready to work to respond to any emergency, if asked for and depending on the importance of existing deliverables. | |
| **QUALIFICATIONS**  **Academic**  Master’s Degree, preferably in Social Sciences/Economics/Disaster Mnagemnt /Development Studies /Environmental Science/Urban and Regional Planning/Mass Communication/ International Relationships/ Journalism or related discipline from a reputed public university. | |
| **EXPERIENCE AND SKILLS**  **ESSENTIAL**  **ESSENTIAL**  **Working Experience:**  At least 3-4 years of professional experience in advocay role ,preferably in Anticipatory Action programme.  , Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA), Emergency response, Recovery.  **Job related knowledge:** Clear understanding on Anticipatory Action,DRR,Climate Change,resilience programmeing, strong knowledge of development and emergencies field dymention and global movement. Working experience as a Knowledge Management professional, Analyst, and Researcher would be added value.  **Skills:**  Solid understanding and knowledge of Humanitarian Architecture, National/ Global drivers of DRR, CCA, Anticipatory Action, Emergency, and social development programming.   * Proficient in crafting and executing impactful communication strategies for diverse audiences. * ability to build and maintain strong relationships with key stakeholders. * Skillful in analyzing policies and developing persuasive advocacy materials. * Strong report writing and communication skills and ability to write clearly and concisely. * Experience in content development and audio-visual documentation. * Having Strong coordination, negotiation, mobilizing and facilitation skills. * Ability to support and encouragement of knowledge sharing across the projects as a team player and capacity to portray great innovation, * Financial/budget management skills. * Strong management and supervision skills have proven facilitation and training capacity. * Physical, mental and social ability to travel to the field for 50% of the working time   **DESIRABLE**  **Attitude:**  To work in team  To protect children in connection  To be non-discriminatory and gender sensitive  **Professional certificates:**  **Attributes:** Ability to apply technical and professional expertise, problem solving and decision making skills, ready to take new challenge, a good team player. Excellent communication and negotiation skills, is supportive and non-judgmental, self-aware, has drive for results. | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy. | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | |
| **JD written by:** | **Date:** |
| **JD agreed by:** | **Date:** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |