

**Team Leader**  
**GO4IMPact project****Job purpose of the role:**

**The GO4IMPACT** - a multi-year project funded by the Swiss Agency for Development and Cooperation (SDC), is implemented by WaterAid (<https://www.wateraid.org/bd/>) and Swisscontact (<https://www.swisscontact.org/en/countries/bangladesh>) consortium in Bangladesh. The project aims to contribute to strengthening local democracy and improving equitable climate resilient basic public service provision in the water and solid waste management sectors in Bangladesh.

Being the core position of this project, the **Team Leader** will lead the overall execution of the project as per project commitments. S/he will take on leadership role and oversee management functions to facilitate the team achieving goal, results and impacts of the project through effective implementation of the project activities. S/he will be responsible for providing strategic and operational guidance for designing and executing interventions within the project objectives, budget, timeline towards delivering expected outputs upholding excellence and grasping the learnings from the ground. Within the framework of her/his duty, the Team Leader will bear the accountability for all actions taken and overall responsible for making the project a success.

As the Lead of this consortium project, s/he will abide by the WaterAid and Swisscontact's Code of Conduct and relevant policy-manual-guidelines. In addition, s/he should decide and take necessary steps to achieve project objectives in compliance with the regulations of the Government of Bangladesh.

**Employment Start:** November/December 2024

**Contract duration:** Up to June 2027

**Employment by:** Swisscontact Bangladesh. All terms and conditions of employment will be governed by Swisscontact Human Resource Policies

**Place of work:** The Project Implementation Unit, housed at WaterAid Bangladesh Country Office in Dhaka, Bangladesh.

**Reports to:** Country Director, WaterAid Bangladesh for project management issues and a designated official from Swisscontact Bangladesh for administrative issues.

**Key responsibilities:**

- Create a vision for the project, communicate the team members clearly the focused actions to achieve the goal and targets and facilitate achieving the project outputs, outcomes and results through effective implementation assuring overall compliance.
- Ensure all reports to the different stakeholder including donor, relevant associations and the Government of Bangladesh are accurate and submitted timely.
- Support implementing partners (national NGOs) capacity building process with the team members. Ensure effective and efficient delivery of project activities in time

meeting the targets and objectives set forth in the log frame in a coordinated manner with other teams and departments within the organisation.

- Become fully aware and familiar with the Technical Assistance Project Proforma (TAPP) approval and execution process in consultation with the Swisscontact and WaterAid Bangladesh management team
- Provide necessary capacity development support to the team members and inspire them to deliver their best through collective excellence upholding their team spirit
- Warrant as well as guide the team members to develop coordination with other important development partners and government projects/programmes and initiatives supporting democratic local governance and climate action to address the effects of climate change in the field of water and solid waste management
- Ensure robust monitoring and learning system is in place that is functioning well
- Ensure navigation of different study, research, survey, reports etc. and provide technical input to those and dissemination of captured learning/outcomes as relevant
- Develop and deliver annual operational plan, budget, risk assessment, progress and other report in time
- Facilitate capacity development of local government institutions and ensure public service providers are providing effective and climate resilient public services related to water and solid waste management based on consultation process and democratic principles.
- Facilitate and ensure engagement of the relevant stakeholder .i.e., citizens and the private sector for accountable and equitable public service provision
- Represent the project externally, particularly to partner organizations, government institutions, private sector, national and international development agencies in all aspects of the project
- Maintain effective functional relationship with the donor by providing timely report, information on all relevant project matters according to agreed procedures
- Develop formal relationships with the key national government institutions. Establish and conserve cooperation with relevant authorities of the Bangladesh government as well as with other initiatives with similar objectives in consultation with the donor
- Identify and plan synergies between the project and related Swiss funded interventions
- Initiate relevant assessments and analyses in order to validate and specify the strategic orientation, intervention logic and the main action lines
- Engage the senior management team of the programme to (re)define and (re)operationalise the programme set up, organisation and management, registration, and accreditation (if needed) in coordination with the Embassy of Switzerland

These responsibilities are subject to change upon reviewing by the management from time to time.

### Person specification:

- This position is open to both Bangladeshi and foreign nationals.
- For international applicants understanding and speaking in Bangla will have an added advantage.
- professional experience in Bangladesh will be preferred.

**Education and Experience:**

- Post-graduation in political science, public administration and/or related fields and at least 10 years relevant work experience including a substantial period in a leadership or managerial role in any programme/ comparable project. However, this condition is flexible for the applicant having fast track relevant professional track record.
- Proven experience in the management of teams in development projects/ programmes of comparable size and scope.
- Demonstrated experience in applying adaptive programme management.
- Proven experience with democratization and climate change projects/ programmes is preferred.
- Experience and understanding of using Thinking and Working Politically (TWP) approach in development programme will have an added advantage.

**Professional and Technical Skills:**

- Excellent presentation and oral communication skills.
- Knowledge and skills of planning and budgeting, report writing - specially institutional and statutory reporting
- Contextual understanding about the broader perspectives of socio-economic and political dynamics
- Commitment to personal learning, development and improvement in pursuit of own objectives and those of the team and organisation.

**Personal Competencies:**

- Able to plan, prioritise and organise self and others, work under pressure, meet deadlines.
- Possess good leadership qualities, team building spirit, effective decision making, analytical and problem-solving skills.
- Self-driven, good interpersonal skills, capacity to understand and walk with people from all walks of life and able to draw confidence and support from others.
- Possess integrity, transparency and respect for diverse people from different background with whom and for whom we work.
- Uphold organizational values, culture, code of conduct and advance organizational mission, vision, aims etc., as relevant

**Working relationships:**

Includes but not limited to relevant colleagues of WaterAid Bangladesh, Swisscontact, Partner Organizations, Development Partners and other concerned stakeholders.

**Working Conditions:**

This is a country office- Dhaka based position, enabling office environment with essential facilities to work. Vehicle will be available only for official field visits. Willingness to travel on a regular basis to remote areas of Bangladesh which is expected to be 20-30% time, depending on necessity.