



**Partners in Population and Development (PPD)**  
An Inter-Governmental Organization  
Promoting South-South Cooperation

## **JOB DESCRIPTION**

Title : **Program Associate ( Capacity Building & Strategic Partnership)**

Location : Dhaka, Bangladesh

Contract period : 3 years (renewable)

Position reports to : Senior Program Officer

### **Background:**

Partners in Population and Development (PPD) is an Inter-Governmental Alliance of 27 developing countries with a mission to expand and improve South-South collaboration in the fields of Reproductive Health, Population and Development. PPD Secretariat is located in Dhaka, Bangladesh having Permanent Observer Status at the United Nations and Diplomatic Status in Bangladesh.

### **Job Objective:**

To coordinate and promote the implementation of population and development programmes among PPD Member States through the framework of South-South Cooperation, pursued through technical cooperation, learning exchange and training projects. The person will initiate, develop, implement, monitor and evaluate population and development strategic partnerships, and facilitate the establishment of Centres of Excellence among PPD Member States. The Program Associate (Capacity Building & Strategic Partnership) will contribute to the overall PPD's program development and implementation.

## **Major Responsibilities:**

1. Facilitate and Coordinate the design, management and evaluation of capacity building programs.
2. Maintains project monitoring track records and ensures timely effective reporting.
3. Provide Support in overseeing non-technical project activities with PPD's Partner Institutes, Partner Country Coordinators (PCCs), and other stakeholders.
4. Coordinate program review, meetings, workshops, and ensure dissemination of program findings and reports.
5. Contribute and ensure PPD Programs effectively promote PPD's Vision, Mission and Strategic Plan.
6. To coordinate and liaise with institutions providing scholarships, international partners, donors and member countries for implementation of program activities, selection of scholarships holders from countries and processing enrolment of the scholars in the institutions
7. To coordinate reports for the donors and other external agencies, in conjunction with the Project Supervisor and other team members
8. To ensure proper coordination of the programme implementation among implementing partners and with government ministries and administrations
9. To facilitate, coordinate and monitor establishment of strategic partnerships among PPD Member Countries, donors, civil society organizations, and academia, with emphasis on Centers of Excellence.
10. Promote Increased capacity for utilization of evidence-based research findings for policy formulation, planning and programme development among PPD Member Countries.
11. Any other assignment by the primary supervisor/ competent authority.

## **Required Qualification and Experience:**

1. Bachelor in Social Science/ Public Health/ Development Studies or any other discipline from any recognized university with minimum 2nd Class or equivalent GPA/CGPA in all academic examination. A Master's Degree will be an advantage.
2. 3 years of relevant professional experience in the relevant fields with International Agencies/ INGOs.
3. Proficiency in written and spoken English and presentation skills. Knowledge in French Language will be an added value.
4. Strong interpersonal and team building skills and the ability to build relationships with stakeholders, external partners and donors.
5. Ability to work in a multicultural working environment.
6. Computer fluency in Microsoft Office Application, Internet, etc.
7. Good analytical, project management and programme implementation skills.
8. Should have the capacity to prioritize tasks and meet deadlines.

Interested candidates matching the requirements are requested to submit their applications along with detailed CVs by 05 April 2023, addressed to:

**The Officer-in- Charge**

Partners in Population and Development (PPD)

Plot- 17 B & C, Block- F, Agargaon Administrative Zone, Sher-E-Bangla Nagar, Dhaka- 1207

Email: [jobs@ppdsec.org](mailto:jobs@ppdsec.org)

PPD is an equal opportunity employer. Female candidates are encouraged to apply.

Only the short-listed candidates will be contacted for interview.