



# COMPASS PROGRAM BANGLADESH VACANCY ANNOUNCEMENT

## 'Youth Conservation Corps (YCC) Lead'

### A. BACKGROUND:

In collaboration with USAID Bangladesh, the United States Forest Service International Program (USFS/IP) has been working in Bangladesh since 2009, developing longstanding partnerships and providing need-based technical assistance to strengthen national-level capacity for forest management and monitoring.

In 2019 USAID Bangladesh and USFS/IP entered into an inter-agency partnership with USAID Bangladesh to implement the Community Partnerships to Strengthen Sustainable Development (Compass) program. The program addresses natural resource management challenges in Bangladesh through establishing a Youth Conservation Corps (YCC), strengthening communities, providing technical assistance, and strengthening the academic and research institutions. The Compass program was extended to expand and build on previous pilot activities.

Compass collaborates primarily with local and international non-governmental organizations, universities, and the Bangladesh Forest Department (BFD).

Compass Program is seeking a qualified and experienced professional for the position of full-time 'Youth Conservation Corps (YCC) Lead'

### B. GENERAL INFORMATION ABOUT THE POSITION

<b>Issuance Date:</b>	25 September 2024
<b>Application Closing Date:</b>	10 October 2024
<b>Number of Positions:</b>	01 (One)
<b>Position Title:</b>	Youth Conservation Corps (YCC) Lead
<b>Level of Efforts:</b>	Full-Time
<b>Period of Performance:</b>	Initially 1 Year; with the possibility of extension
<b>Base Location:</b>	Cox's Bazar or Dhaka, with frequent travel to other parts of Bangladesh. <u>Preference</u> will be given to candidates who are willing to be based in Cox's Bazar
<b>Expected Starting Date:</b>	15 December 2024

### Position Description

The **Youth Conservation Corps (YCC) Lead** will be responsible for the Youth Conservation Corps (YCC) component of Compass and technical direction, ensuring that staffing is aligned with the vision, goals, and plans to achieve YCC component results. With the guidance of the Project Lead and Asia Pacific Program Manager, the YCC Lead will provide leadership and supervisory capacity to YCC staff, youth and partners, coordinate the provision of technical services, and maximize synergy and integration between project other component areas and units. S/he will lead developing new partnerships and activities that result in long-term impacts of the YCC. S/he will set a positive tone for the YCC component and inspire staff to apply results-based approaches for the timely delivery of services to the clients we serve including but not limited to timely producing high-quality documentation of project's successes and lessons learned for local and international audiences, as well as quarterly reports.

The YCC Lead supports the Project Lead and Asia Pacific Program Manager by providing sufficient management of YCC staff. S/he must be experienced in addressing the special challenge of YCC Component, as well as possess supervisory and program management experience. The YCC Lead along with the Asia Pacific Program Manager and Project Lead, will represent the program to USAID and stakeholders.

The 'Youth Conservation Corps Lead' will support the program with duties and responsibilities including, but not be limited to, the following:

#### YCC Program Management (60%)

- Assess the impact of the YCC training model and propose improvements, if any.

- Research and identify steps and overall roadmap for expanding and institutionalizing the YCC in consultation with support from the program and YCC teams.
- Explore potential private sector partnerships to facilitate the implementation of Compass work plan.
- Identify and coordinate with potential YCC-related stakeholders to develop institutional partnerships.
- Assess capacity, training, and partnership needs of youth participants and relevant stakeholders to develop capacity-building support, including training curriculum.
- Support the implementation of the program curriculum.
- Prepare reports and manage the settlement of invested funds for the execution of the Compass Program.
- Consult with Compass leadership and technical teams to provide inputs to capacity-building activities in annual budgeting and work planning sessions.
- Design and develop the work plan based to implementation activities and acquaint all partners with the work plan once approved by the USFS.
- Build partnerships and seek support from municipalities, townships, governmental institutions, protected area managers, NGOs, academic and training institutions, and private enterprises for Compass program development.
- Locate sites/counterparts for participating youth and develop projects and work plans for each participant.
- Prepare technical and administrative results reports on a quarterly basis.
- Carry out any other related responsibilities as assigned by the office.
- Oversee component operations and field-based activities to ensure efficient and effective planning and implementation of program activities.
- Set direction and coordinate the development and execution of YCC work plans that meet component requirements and address the needs of USFS and USAID.
- Communicate and coordinate with USAID and other stakeholders with the support of the Project Lead.
- Ensure program activities comply with SOPs and Compass policies.
- Ensure timely remedial actions are taken to mitigate risks in collaboration with the management team.
- Represent the YCC component or program to USAID missions and at the country level.

### **People Management Leadership and Strategic Decision Making (30%)**

- Exemplify USFS/IP values such as professional respect for team members, teamwork, receiving feedback, and communicating often.
- Foster a work environment that conveys a sense of unity and cooperation among staff.
- Excel at motivating employees and building constructive work relationships and leading by example
- Supervise component staff and establish clear, specific, measurable performance objectives to staff and hold him /her and the team accountable for accomplishing goals.
- Delegate effectively, keep employees informed of their performance status, providing timely, specific feedback on strengths and opportunities for improvement
- Support employees to grow professionally by judiciously providing growth opportunities.
- Focus staff on the most important priorities and facilitate the achievement of goals by eliminating barriers to effectiveness.
- Devote efforts and resources to areas and systems that are efficient and add value.
- Make decisions carefully and thoughtfully according to the Decentralization and Accountability Model.
- Balance long-range needs with short-term demands in establishing priorities and deadlines.

### **Others (10%)**

- Work closely with MEL and Communications teams to assess the impact of partnerships, training, and capacity-building activities.
- Travel to sites when necessary for better coordination as agreed on with the Project Lead and Program Manager.
- Any other duties assigned by the supervisor.

## **C. QUALIFICATIONS REQUIRED FOR THIS POSITION**

To be considered for the position, a candidate must meet the minimum qualifications listed below:

**Education:** A Master's degree, or equivalent in Education, Management, Development, Natural Resources Management, Psychology, Youth Engagement or related discipline.

### **Experience:**

- At least 7 years of work experience in relevant positions, at least 3-5 years in a supervisory or

managerial role in youth development activities.

- Prior experience of working with USAID or USG programs/projects is preferred.
- Experience working with institutional partnerships, program design, and capacity-building programs in Bangladesh, preferably in the youth development, natural resource management and forestry fields.
- Demonstrated experience in providing expert leadership and guidance across all aspects youth development activities, compliance and legal issues in the programs/projects of non-government or donor agencies are required.

### **Skills/Competencies:**

#### Knowledge/Experience with Youth Engagement

- Demonstrated experience working in the youth development field; especially with vulnerable or marginalized youths in Bangladesh.
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Knowledge of documents and analyses of innovative strategies/best practices/new approaches.
- Interest in promoting environmental stewardship and leadership qualities in youth.

#### Managing Partnerships and Managing with Foresight

- Demonstrated ability to develop strong networks within the youth development sector in Bangladesh.
- Ability and interest in expanding youth programs
- Ability and interest to research and identify steps towards institutionalizing youth programs.
- Ability to research and understand the potential of private sector partnerships in expanding youth programs.
- Ability to generate new ideas and propose new, more effective ways of doing things.
- Ability to identify bottlenecks, problems and issues, and propose effective solutions and embrace new approaches
- Ability and interest in learning new tools to make evidence-based operational decisions.

#### Leadership

- Demonstrated experience of working with multi-cultural team and providing leadership with professional judgment in cross-cultural and multi-level organizational contexts.
- Proven ability to work in a dynamic environment with GOB and USG agencies, international donors, academic institutions, NGOs, community groups, and other stakeholders.
- Excellent technical and quantitative skills for tracking and analyzing the staff and organizational performance of the program/project using appropriate tools are required.
- Must have excellent inter-personal skills, proven teamwork capacity with demonstrated track-record of working with diverse team and habit of practicing result-oriented approach in solving critical and sensitive human resources and administrative issues with diplomatic and delicate manner.
- Ability to collaborate effectively with other Compass Program Technical Staff;
- Strong leadership skills and be able to work independently with minimum supervision or guidance.
- Proven ability to provide on-job capacity-building trainings to other team members;
- Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position,

#### Program Management/Implementation

- Excellent organizational skills.
- Knowledge on program implementation in both urban and rural part of the country.
- Ability to advanced level report writing, curriculum development and document lesson learning.
- Strong knowledge of appropriate compliance and due diligence regulations of relevant Bangladeshi laws and USAID\USG guidelines.
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work/ task.
- Excellent written and oral communication and interpersonal skills.
- High proficiency in relevant computer applications e.g. MS-Word, MS-Excel, MS- PowerPoint, and basic internet skills are required.

### **Language Ability:**

The incumbent must be proficient in spoken and written English at Level IV (fluent) and must likewise be fully fluent in spoken and written Bangla. English language skill will be tested.

### **D. BENEFITS AND ALLOWANCES:**

The benefits and allowances for this position would be in line with Compass policy and guidelines, commensurate with the experience, qualification and previous track-record of the successful applicant.

### **E. INSTRUCTION FOR APPLICATION SUBMISSION:**

Interested applicants are requested to properly fill in the application form available at this link: <https://docs.google.com/forms/d/1IWZqSJ8zxRU0KaH9cJnkdzFiaGRuAB37OM4Av5vwfkk/edit>

Applicant must have an active Gmail account to complete the application. In the application form, the interested applicants must provide accurate information to all required fields and attach the following documents listed below:

- 1) A Cover Letter** illustrating applicant's qualifications to meet the requirements for this position. Please use the following naming convention for your file: FirstName\_LastName\_CoverLetter. The cover letter must be attached either in MS word or in PDF file format.
- 2) A Curriculum Vitae (CV)** with full contact details, specific description of educational background, career experiences, and achievements. Please use the following naming convention for your file: FirstName\_LastName\_CV. The CV must be attached either in MS word or in PDF file format.

Please note that the interested applicants must submit the applications on or before **11.59 PM 15 October 2024**.

The successful applicant will be hired through a local hiring mechanism or through an international contracting mechanism to be employed on the Compass program, as per organizational policy. Applicant will not be hired by, nor an employee of, the US Forest Service. Only shortlisted candidates will be called for further assessment. The applicants who are not shortlisted will not be notified. All qualified candidates will be considered regardless of age, race, color, sex, creed, national origin, lawful political affiliation, non-disqualifying handicap, marital status, sexual orientation, affiliation with an employee organization, or other non-merit factor.