



**Creating opportunities for the world's poor**



**Programme Partnerships Officer, Asia**

**Candidate Pack**

**August 2022**

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## About BRAC

BRAC was founded in Bangladesh in 1972 by Sir Fazle Hasan Abed, and today is a global leader in developing cost-effective, evidence-based poverty innovations in extremely poor, conflict-prone and post-disaster settings. These include programmes in education, healthcare, microfinance, girls' empowerment, agriculture, human and legal rights, social enterprises, a bank, a university, and the world's largest mobile money platform. BRAC employs more than 100,000 people in 11 countries, with a total global expenditure of about \$1.2 billion.

BRAC is also unique among the world's major non-profits in that its overall budget is majority self-financed. In Bangladesh, where BRAC was founded and is the location of its global headquarters, BRAC self-funds over 80% of its annual budget from its own socially-responsible businesses.

In 2018 BRAC was ranked as the number one NGO in the world for 5 consecutive years by the Geneva-based NGO Advisor, an independent media organisation committed to highlighting innovation, impact and governance in the non-profit sector.

## About BRAC UK

BRAC UK was founded in 2006 and is one of the four members of the BRAC Global group – also including BRAC Bangladesh, BRAC International and BRAC USA. It is a very exciting time of transition for BRAC at the moment, with a new, ambitious global strategy in place which aims to reach over 250 million people by 2030. A new Global Board was formed in 2019 to oversee the global strategy and in 2020 concluded agreements with these four BRAC entities to define its role and mandate.

BRAC UK supports BRAC's development work around the world through fundraising, contract management and donor relationship management. We also provide specific expertise in the areas of inclusive business approaches, innovative financial tools, private sector partnerships, and disability inclusion. BRAC UK plays a key role in BRAC's work engaging with and influencing policy makers and practitioners to tackle extreme poverty.

BRAC UK's Partnerships team is responsible for identifying funding opportunities, writing proposals and managing existing grants. The team works with bilateral funders, foundations and partner NGOs to raise funds for and help report the impact of holistic programmes which help people lift themselves out of poverty.

The Programme Partnerships Officer for Asia plays an important role in ensuring the quality and success of global grant management of the various programmes that BRAC delivers.

# Job Description

<b>Job Title:</b>	Programme Partnerships Officer, Asia
<b>Reports to:</b>	Programme Partnerships Manager, Asia
<b>Location:</b>	Southwark, London
<b>Salary:</b>	Grade 2: (range between £31,213 and £41,618) per annum dependant on experience
<b>Term:</b>	Full-time permanent
<b>Key relationships:</b>	<b>Internally-</b> BRAC UK (CEO, Partnerships Team, Finance Team, and Communications Team), BRAC International, BRAC Bangladesh, BRAC Country Offices <b>Externally-</b> Donors, Partner Organisations, External Consultants

## Main Purpose

We are looking for a skilled writer and communicator who is passionate about international development and understands BRAC's values. Working within a small team, the main objective of the role is to improve the quality of our grant management and donor reporting, by ensuring that up to date, accurate information is received on all our projects from BRAC programme colleagues, enabling the provision of timely, thorough information to donors. Strong candidates will be able to draw on relevant experience in order to quickly become effective. The role requires excellent attention to detail, communication and writing skills.

## Responsibilities

### ***Grant Management - Reporting (approx. 60%)***

Support on the contractual management of BRAC UK projects in coordination with in-country Project Managers in Bangladesh, the Philippines, Afghanistan and Myanmar. With time, this list may grow.

- Create and manage a reporting calendar across BRAC UK's grant portfolio.
- Provide timely actions for the completion of narrative and financial reports, liaising with Project Managers and Finance teams.
- Gather, verify and edit input from Project Managers in order to create internal quarterly reports.
- Use internal reports as a base to create external reports and submit to donors (e.g. FCDO, various Foundations) on time.
- Support the Finance team to ensure payments from donors to BRAC UK, and onwards to BRAC country programmes are completed to schedule.
- Ensure any requests for additional information from donors receive timely and accurate responses.
- Oversee donor agreements to suggest and implement timely measures such as contract amendments, and log frame revisions, and advise in-country teams on donor compliance requirements.
- Support internal and external audit requirements in respect of donor contracts and donor reports.
- Undertake field visits to monitor and report on the project status, in collaboration with BRAC UK finance team.
- Prepare short briefings on the status of the contracts.

***Grant Management - Project start up and due diligence (approx. 20%):***

- Support preliminary assessment requests and grant set up procedures from donors. including due diligence checks, contract development and liaising with Funding Managers (e.g. Mannion Daniels, PwC).
- Facilitate sub-grant agreements between BRAC UK and BRAC entities, and ensure compliance.
- Facilitate agreements between BRAC entities and partners, and ensure compliance.
- Support project management training (e.g. preparing contract management guidelines and supporting documents) for country offices to ensure clarity and promote successful implementation.
- Oversee knowledge management, ensuring all information regarding projects is accurately recorded in a timely manner on Google Drive, including implementing a naming protocol, auditing existing folders and ensuring ongoing compliance.

***Business Development (approx. 20%):***

- Support internal decision-making processes (project prioritisation, Go-No-Go, donor and partner due diligence) when assessing the funding pipeline.
- Update the Salesforce pipeline tracking system.
- Support Programme Partnerships Managers in the preparation of concept notes and proposals to donors and investors.
- Assist Partnerships team in working towards active donor and partner engagement and mapping donor priorities.
- Other business development responsibilities as required by the Partnerships Director.

# Person Specification

	Essential	Desirable
<b>Qualifications</b>	Undergraduate degree	Undergraduate degree in international development, international relations, law, business, finance or another relevant subject.
<b>Experience</b>	At least two years' relevant experience working in an international NGO	Experience working with grant makers such as Big Lottery Fund and Comic Relief
	Working knowledge of major institutional donors, such as DFID/FCDO, DFAT and the EU, including donor contracting, grant agreements, reporting standards and audit processes	Experience gathering information and working with colleagues and / or partners in East Africa / South Asia
	Experience reporting to donors	Understanding of risk management and programmatic quality assurance
	Understanding of safeguarding issues in the INGO sector	Experience of large, multi-entity organisations and their internal processes Experience working / volunteering in countries in the Global South
<b>Skills</b>	Excellent report writing skills with the ability to present complex data and knowledge in a simple, concise form	Advanced use of Microsoft Office, Salesforce, and research and presentation tools.
	Meticulous attention to detail and adherence to deadlines	
	A good understanding of project budgeting and strong numerical skills	
	Ability to build positive relationships remotely with a range of people in different countries	
	Ability to manage competing deadlines and respond quickly to shifting priorities	
	Able to work independently.	
<b>Qualities</b>	Energetic, determined & dedicated with a passion for BRAC's mission	Experience working with grantmakers such as Big Lottery Fund and Comic Relief
	Able to use initiative to solve problems	Experience gathering information and working with colleagues and / or partners in East Africa and South Asia
	Self-motivated and results-driven	Understanding of risk management and programmatic quality assurance
	Able to prioritise and work to deadlines	Experience of large, multi-entity organisations and their internal processes
	Able to keep track of and manage a range of parallel tasks, stakeholder needs and complex information sets	Experience working / volunteering in countries in the Global South
	A good team player	
	Willingness and ability to travel to Africa and Asia	
	Able to work effectively and respectfully in a multicultural environment	

	Ability to work effectively at a distance from colleagues in Africa and Asia using communications technology	
	Cognisant of safeguarding requirements and willing to put the needs of programme participants first	

## Equal Opportunity Policy

BRAC UK has an equal opportunities policy and ensures that no job applicant or employee receives less favourable treatment on the grounds of age, colour, culture, disability, ethnicity, gender, HIV status, marital status, nationality, religion or sexual orientation. The principle applies to recruitment, pay, terms and conditions of employment, promotion, training, career opportunities and service delivery.

## Safeguarding

BRAC UK takes its safeguarding responsibilities seriously, and has a range of policies to support effective training and reporting to protect people, particularly children, at-risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with BRAC UK.

## Terms

This is a permanent full-time post subject to funding based on a 35 hour week (plus one hour for lunch). The employee handbook guide details other terms and conditions of employment.

## Salary and pension

The salary for this post is Grade 2, level dependent on experience. Salary increases are considered annually although the organisation is under no obligation to increase salaries year on year. New employees are required to join the NEST pension scheme to which the employee makes a minimum contribution of 5% (gross) and the company will contribute a maximum of 4% of salary per annum.

## Holidays

Leave entitlement is at the rate of 25 days per annum in addition to the statutory holidays.

## Location

BRAC UK employees currently work in the office for a minimum of 2 days per week (including Mondays). Our office is a short walk from Waterloo Station, 19 Wootton Street.

## Next steps

**Candidates must have existing eligibility to work in the UK and this will be verified prior to interview. Please do not apply unless you can demonstrate this eligibility.**

Send your CV and a covering letter of no more than 2 pages, outlining how you meet the requirements of the role to [recruitment@bracuk.net](mailto:recruitment@bracuk.net) (include 'Programme Partnerships Officer, Asia', in the subject line).

Please note only shortlisted candidates will be contacted. If you have not heard from us within 3 weeks of submitting your application then you have not been selected. Closing date: **Sunday the 4th September 2022.**