

## Country Representative & Partner Program Coordinator - Bangladesh

Malteser International (MI) is the international humanitarian relief agency of the Sovereign Order of Malta. For over 60 years we provide relief and recovery for people during and following conflicts and disasters around the world. Christian values and humanitarian principles form the foundations of our work. In over 30 countries in Africa, the Americas, Asia, Europe and the Middle East, we support people in need – regardless of their religion, origin or political convictions.

Since September 2017, Malteser International is operational in Bangladesh through local partner organizations. One program pillar is coordinated from Cox's Bazar targeting health and nutrition support to Rohingya refugees living in refugee camps and supporting the host communities in coping with the disruptive environment created by the influx of refugees. Another program pillar is a localization program with a focus on strengthening capacities of local actors in humanitarian response, preparedness, coordination, and advocacy with partners working in different parts of the country. The third pillar is a development project for resilience strengthening of vulnerable population in North, West and East Bangladesh through a network approach of 4 partner organizations.

**For the support of the MI interventions in Bangladesh and our partner organizations, Malteser International is looking for a motivated Country Representative & Partner Program Coordinator.**

As Country Representative and Partner Program Coordinator, you will be responsible to represent Malteser International (MI) in Bangladesh, supervise/ lead the MI project teams and support project partner organizations in line with the donor and MI regulations and guidelines.

### Your responsibilities:

- Support Partner Project Coordinators in providing technical and managerial guidance to partner organizations in planning, implementation and monitoring of MI co-funded projects assisted by the MI project teams
- Represent MI at any level and for any purpose vis-à-vis authorities, national and international partners, and donors on provincial and national level inside and outside Bangladesh
- Manage MI's offices in Cox's Bazar and Dhaka in line with MI's rules, regulations and guidelines and provide guidance and support to the MI project team members
- Ensure MI's post-registration set-up by planning, developing and ensure all legal and administrative requirements/ steps after registration (f ex. contracts, tax payments, NGO AB formalities, etc.)
- Further develop/ update National Staff Rules and Regulations (including salary scale, insurance, etc.) for the MI offices in accordance with Bangladesh labour laws and ensure its implementation.
- Work on the profiling and strategic development of Country Strategy according to the humanitarian context and MIs strategic themes

### Your profile:

- Academic degree in a related field and minimum 10 years of experience in a senior management position in humanitarian assistance and/or development programs as well as direct partner program consulting/advisory positions, preferably in South- Asia
- Experience in administration, accounting, finance and in health-related projects as well as experience with GFFO and BMZ-PT funded projects would be an asset
- Proven experience to work collaboratively with partner organizations and providing technical guidance based on a trusted and mutually supportive partnership

- Experience in the usage of computers and MS office packages (word, excel, outlook, power point, teams etc.) and other computerized applications
- Physical and mental strength for frequent traveling
- Fluency in English (written and spoken), German and Bangla would be an additional asset

## What we offer:

- A responsible and exciting job in a committed working environment
- A full-time position
- Start Date: as soon as possible
- Duty Station: Cox's Bazar with frequent travels to Dhaka and project locations
- Duration of contract: until 31.12.2025 (extendable)
- Salary according to MI salary scale

## Working for Malteser International

Malteser International is an equal opportunity employer and welcomes applications from all people, regardless of gender, confession or origin.

Malteser International is committed to safeguarding people within our programmes from exploitation, abuse and sexual harassment and has specific policies on this commitment (including a Code of Conduct) which outlines the expected behaviour and the responsibility of all staff, consultants and other organisational representatives. Malteser International conducts reference and background checks for all staff (including criminal records check for specific roles). Any candidate offered a job with Malteser International will be expected to sign MI's Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents.

Whether you work as a specialist on overseas service or in one of our regional offices - we offer you a challenging working environment in an experienced international team. More than 1,000 national and international staff are currently deployed in various crisis and disaster areas around the world as well as in our regional offices in Cologne and New York City. For more information please click [here](#).

## How to apply:

If you are interested in this position, kindly submit your extensive application (CV, letter of motivation, copies of diplomas and three professional references) online at our job portal until **19.05.2024**:

<https://jobs.malteser-international.org/de/job-offer-list/bewerbung/Country-Representative-Partner-Program-Coordinator-Bangladesh-507.html>