

Job Title:	Country Director Bangladesh
Department:	International Programmes
Location:	Dhaka, Bangladesh
Reports to:	Head of International Programmes
Line Management responsibility:	Country Office Staff
Budgetary Responsibility:	£5 million
Child safeguarding level:	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>

Job Purpose:

The Country Director will provide dynamic leadership and management to develop and deliver Muslim Aid's strategy in Bangladesh, with a focus on leading and building a high-performing, diverse team and on developing strong relationships with external stakeholders that are critical to Muslim Aid's growth and reputation in the country.

Key Accountabilities:
Leadership, Representation & Accountability

1. To ensure the country office's programme strategy is responding to the country's critical development and humanitarian needs, and is also aligned to Muslim Aid's global strategy, mission and values.
2. To enhance Muslim Aid's reputation and brand through maintaining positive relationships with other stakeholders, including government, donors, UN bodies, other INGOs, and local NGOs.
3. To represent Muslim Aid externally and internally, and to communicate Muslim Aid's work in Bangladesh externally and internally.
4. To manage, develop and empower country office staff.
5. To take responsibility for the country office's strategic framework, agreed annual plans, budgets and defined delegations of authority.
6. To influence external stakeholders with messages linked to Muslim Aid's global and in-country strategy.
7. To ensure high quality MEAL and time for reflection, and that learning is integrated into all activities and best practice shared both within the country office and across Muslim Aid.

Programme Development

8. To ensure that adequate assessments are carried out in accordance with good working practice.
9. To ensure that a comprehensive monitoring, evaluation and lessons learning system, including external third party M&E is in place.
10. To build and maintain positive and professional relationships with existing and potential partners.
11. To identify areas for capacity building with partners such as, organisational management, gender mainstreaming, human resource management, financial management, governance, etc.
12. To support operational activities of programme staff, and provide strategic input to solve problems and resolve conflict.

13. To ensure CHS (Core Humanitarian Standard) principles of accountability and transparency are implemented and understood by all staff, and that all programmes are implemented with full participation of beneficiaries.

Fundraising

14. To secure funding in order to enable programme growth and sustainability.
15. To seek new funding opportunities through in-country and external relationship building including with bilateral and multilateral development partners, embassies and high-net individuals.
16. To ensure new funding agreements which place an obligation on Muslim Aid to provide goods, services or cash are approved by HQ before these are signed.
17. To ensure continued funding for the programmes through well-researched proposal preparation and clear operational plans.

Management, Support and Development

18. To line manage the country team and the work in the country which will include: staff, budgets, funding (both institutional and local) and ensure programme delivery in accordance with Muslim Aid policies and procedures.
19. To encourage staff engagement and commitment, the running of the programmes through regular meetings, visits and a transparent approach to decision making.
20. To ensure the design and implementation of the operational structure and staffing requirements for the effective implementation of Muslim Aid's activities.
21. To manage a portfolio consisting of multiple projects.
22. To ensure staff are recruited and inducted according to in-country guidelines and Muslim Aid policy and procedures.
23. To carry out regular one to ones for the relevant employees, ensuring that you adhere to MA's annual appraisal "PACE" framework.
24. Ensuring that relevant employees are set with annual SMART objectives and making sure that you are aware of your SMART objectives from your line manager.
25. To ensure all policies, guidance notes and procedures including handbook for national staff implemented on a regular basis.
26. To ensure that all staff have contracts and job descriptions and understand them.
27. To be responsible for talent management and development of Muslim Aid staff.

Resources and Financial Management

28. To outline the resource requirements for programmes and ensure that systems are in place for the effective management of resources in relation to finance, transport, supplies and capital assets, including maintenance of assets register and staff vehicles.
29. To ensure that effective and secure budgetary control of the programmes' finances and expenditures are established and maintained, in line with Muslim Aid's financial policy and procedures.
30. To prepare an annual budget for core costs and identify funding to cover costs in collaboration with HQ.

Audit

31. To ensure that the statutory accounts of the office are annually audited by an external auditor appointed for a fixed term in consultation with HQ.
32. Organise successful audits of any donor funded programme which is audited by external auditors of donor agencies in consultation HQ.
33. Support the internal audit function in the office through HQ internal auditor.

Risk Management

34. Ensure that there is an adequate analysis of the risks which could impact on Muslim Aid's operations in Bangladesh, and evaluate the risk appetite of the Bangladesh Country Office.
35. To ensure the development of a clear risk statement for the Bangladesh Country Office in identifying risks specific to achieving Muslim Aid's objectives, and the likelihood of such risks impacting on the work of Muslim Aid.
36. To confirm effective controls are put in place and timely action is taken to mitigate the risks.

Security

- 37. Maintain an overview of the political and security context, noting how developments may affect programme work and ensure regular reporting to the UK office on these matters.
- 38. To make sure that robust and effective security and evacuation plans, policies and procedures are in place and regularly reviewed and updated in order to secure the safety of all staff at all times.
- 39. To ensure that the Bangladesh County Office security manual is developed and updated regularly in accordance with the security situation in the country and in different regions of the country
- 40. To ensure that the safety and Emergency policies and procedures are established, regularly reviewed and updated.

Health & Safety

- 41. To make sure that the health and safety policy and procedures are regularly reviewed, and that all staff are aware of them and have a clear understanding of these policies and procedures.

Travel

- 42. To spend a significant amount of their time travelling to project locations, and meeting with donors, partners, beneficiaries and local stakeholders. International travel to London will also be required.

Other

- 43. To ensure all records are maintained and stored accordingly.
- 44. To comply with all policies, procedures, legal and regulatory requirements.
- 45. Any other duties commensurate with the accountabilities of the post.

Person Specification		
	Essential / Desirable	Assessment Stage
Qualifications:		
Relevant Masters level qualification or similar academic achievement, and ideally with an academic focus on international development and/or a related certificate in management	Essential	Application
Experience & Knowledge:		
Minimum 5 years of previous experience working in a Country Director or Regional Director role or other senior level leadership/management position in an INGO environment	Essential	Application and Interview
Considerable experience of international development work, including project or programme management	Essential	Application and Interview
Considerable experience of managing people	Essential	Application and Interview
Experience of working with organisations in developing countries, ideally in South and Southeast Asia	Essential	Application and Interview
Experience of multiple donor grant management and reporting to major donors	Essential	Application and Interview
Knowledge, experience and appreciation of the dynamics of local NGO's and community based development practices	Desirable	Application and Interview
Experience of networking with key stakeholders particularly for fundraising and influencing	Desirable	Application and Interview
Proven experience in monitoring and evaluation of programmes; use of quantitative and qualitative research data collection in support of programme development	Desirable	Application and Interview
Experience of working on emergency and or disaster preparedness programmes	Desirable	Application and Interview
Experience of livelihoods, health and education projects	Desirable	Application and Interview
Experience of policy, advocacy and communication work	Essential	Application and Interview
Experience of managing security, risk and legal compliance within an INGO context	Essential	Application and Interview
Understanding of the drivers of poverty and a first-hand understanding of Bangladesh	Essential	Application and Interview
Knowledge of CHS standard 2010 and DEC accountability Framework	Desirable	Application and Interview
Awareness of the NGO / Red Cross / Crescent Code of Conduct	Desirable	Application and Interview
Skills & Abilities:		
Determined hard worker, capable of rapid and quality turn around on a high workload and multiple tasks	Essential	Application and Interview
Proven ability to secure funding from a variety of donors, including institutional, corporate, privates sector, trusts and foundations	Essential	Application and Interview

Proven understanding of complex financial management	Essential	Application and Interview
Adaptable and responsive disposition relative to the demands and development of the programme	Essential	Application and Interview
Able to anticipate and manage risks that could threaten the organisations reputation, operational viability and security	Essential	Application and Interview
Good interpersonal and communication skills and ability to liaise effectively with people at various levels.	Essential	Application and Interview
Good team work skills with the ability to work with different and sometime conflicting agendas.	Essential	Application and Interview
Good organisation, coordination and project management skills.	Essential	Application and Interview
Strong and well-developed analytical skills coupled with experience of writing quality proposals and reports Strong analytical abilities.	Essential	Application and Interview
IT literate with knowledge of Microsoft Office applications and the ability to learn and use any software adopted by Muslim Aid.	Essential	Application and Interview
Willingness to travel at very short notice.	Essential	Application and Interview
Commitments:		
Commitment to Muslim Aid's mission, visions and values	Essential	
Commitment to Muslim Aid's ethos	Essential	
Commitment to equality of opportunity and diversity	Essential	
Commitment to Muslim Aid's Global Safeguarding Policy	Essential	

You will display the competencies below :	
Competencies	Definition
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts
Communication	The ability to listen, express and communicate information effectively
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals
Results Focused	Getting the job done in an efficient way through effective time, task and financial management
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives

Please signify your acceptance of this job description by signing below and returning a copy to HR					
Employee signature:		Employee Name:		Date:	
Line Manager signature:		Line Manager Name:		Date:	