



Terms of Reference Managing Director

Position: Managing Director

Reports to: Regional Coordinator

Location: GN Bangladesh, Head Office, Dhaka

Application Deadline: December 22, 2024

Starting Date: February-2025

Duration of Contract: One year with the possibility of Extension

Gross Salary: Negotiable based on competency of the selected candidate with all other regular benefits as per organizational policy.

Background:

Good Neighbors is an international humanitarian development NGO founded in South Korea in 1991. It was granted General Consultative Status from the United Nations Economic and Social Council (UN ECOSOC). To make the world a place without hunger, where people live together in harmony, we work in 50 countries with our focus on community development projects to protect children's rights and encourage the self-reliance of communities. We not only provide humanitarian assistance to DPRK but conduct emergency relief activities throughout the globe in need of a helping hand.

Good Neighbors Bangladesh (GNB) was registered as an international non-government organization (INGO) with the NGO affairs bureau of the government of Bangladesh and commenced its operation in August 1996 for helping deprived children, their mothers and families through education, health services, economic security, protection, community development, sanitation, and disaster relief projects. GNB is currently serving near about 21,000 children along with their mother and families through 2 urban projects & 15 rural projects and 4 Projects with Specific Program (PSP) in 13 districts in Bangladesh.

The Managing Director serves as the primary and foremost leader, akin to Country Head, and is tasked with providing executive leadership while overseeing the organizational strategic planning process. This role involves ensuring programmatic quality, excellence in execution, and effective oversight of business development and support services functions. The principal objectives include managing risk and compliance, along with attracting and securing funding to ensure the ongoing continuity of GN Bangladesh.

Key Responsibilities:

I. General Responsibilities:

- Lead the development and execution of country strategic plans, aligning with global priorities of Good Neighbors Development Approach and Vision 2030.
- Contribute to setting and monitoring GNB's strategic direction, considering capacities, opportunities, and risks.
- Ensure effective resource utilization, adherence to organizational policies, and full compliance with donor guidelines.
- Identify, evaluate, and pursue innovative fundraising opportunities opportunities by establishing and fostering relationships with various funding sources, including government donor agencies, multilateral organizations, foundations, bi-lateral aid agencies, corporate donors, and individual philanthropists.
- Strengthen financial sustainability through resource development, healthy financial ratios, and effective budget administration.
- Oversee sponsorship services and integration with programs.
- Establish the organization's recognition as a frontrunner in child development among various stakeholders.
- Lead transformative initiatives and oversee change management processes to facilitate the continuous evolution of programs and administration.
- Identify, address, and oversee the mitigation of operational risks, ensuring the effective functioning of controls across various domains including finance, human resources, logistics/procurement, administration, communications, reporting, and monitoring and evaluation (M&E).

II. Specific Responsibilities:

1. Safeguarding responsibilities:

- The Managing Director shall be responsible for ensuring that safeguarding measures are effectively implemented and maintained across all levels of the organization. This includes promoting a culture of safety and accountability, ensuring that policies to protect children, vulnerable adults, and staff from exploitation, abuse, and harm are strictly adhered to, and regularly reviewed.
- Regularly review and update safeguarding policies to ensure alignment with global best practices and evolving legal requirements.
- Actively promote awareness of safeguarding principles among staff, partners, and stakeholders.
- The MD must oversee the development and enforcement of training programs, reporting mechanisms, and compliance protocols to address safeguarding issues.
- Additionally, the MD will act as a key point of accountability for safeguarding concerns, ensuring that all incidents are promptly reported, investigated, and resolved in accordance with organizational policies and relevant legal frameworks.

2. Program Development, Management, and Implementation:

- Demonstrate strong leadership skills, strategic thinking, and proficiency in program management to contribute to the success and impact of the organization's initiatives.

- Guide the formulation of the office's strategy, incorporating precise and measurable short-term and long-term objectives.
- Manage and supervise the overall country program, ensuring alignment with organizational goals and objectives.
- Prepare and present the annual budget and strategic plan to relevant stakeholders for review and approval
- Ensure the effective, efficient, and timely delivery of programs, adhering to organizational policies and meeting donor requirements.
- Facilitate mid-term and final evaluations of programs to assess their impact and inform future strategies.
- Monitor program activities for effectiveness in project implementation, ensuring accuracy and compliance with established standards.

3. Leadership, Partnership and People Management:

- Demonstrate strong leadership by managing the country program, overseeing teams, and fostering internal and external collaborations aligned with organizational objectives.
- Manage relationships with external stakeholders and cultivate partnerships with local and international entities to support program goals.
- Lead regular cross-functional meetings aimed at fostering collaboration and motivating teams toward achieving the highest levels of performance.
- Promote a culture of accountability and provide constructive guidance and direction to the team, fostering continuous improvement.

4. Representation and Advocacy:

- Demonstrate exceptional proficiency in communication and networking, employ a strategic approach to representation, and exhibit a strong dedication to advancing the organization's objectives through impactful advocacy and collaborative efforts.
- Serve as the organization's official representative at functions, forums, and high-level meetings, effectively communicating its mission and priorities
- Manage the organization's brand identity and cultivate networks with both public and private sectors to enhance visibility and support for organizational goals.
- Foster coordination and collaboration with partners, agencies, governments, and I/NGOs etc. to strengthen relationships and facilitate collective efforts towards shared objectives.
- Assume a leadership position in advocacy efforts, championing issues aligned with the organization's mission, and actively contributing to broader discussions within pertinent sectors.
- Advocate for policy changes and initiatives that align with the organization's goals at local, national, and international levels.

5. Grant Management:

- Demonstrate a strategic approach to fundraising, showcasing a profound understanding of the funding landscape to secure resources vital for the sustained success of GNB.
- Assume leadership role in developing funding proposals specifically tailored to the Bangladesh Program, ensuring alignment with organizational objectives and compliance with donor requirements.
- Ensure grant compliance through effective tracking of deliverables, timelines, and donor requirements.

6. Auxiliary Services:

- Lead financial management efforts, ensuring adherence to audit protocols, transparency, and accountability in all operations.
- Develop and manage program budgets in alignment with organizational processes and financial guidelines.
- Provide oversight to ensure the efficient and effective functioning of the office, addressing operational needs as required.
- Ensure the accurate and timely preparation of financial and funding reports, adhering to established reporting standards.
- Take accountability for audit findings and actively participate in implementing recommendations to enhance financial controls and compliance.
- Implement and maintain safeguarding practices to ensure the protection of organizational assets, integrity, and compliance with global standards.
- Demonstrate meticulous attention to detail, effective document management skills, and the ability to ensure the accuracy and coherence of project-related reports.
- Maintain and oversee various documents and reports, including but not limited to monthly, quarterly, and annual reports.
- Review project activity reports and financial statements, ensuring accuracy and progress in line with organizational goals and reporting standards.
- Implement cost-control measures to optimize the allocation of resources across programs.

III. Other Assigned Responsibilities:

- Collaborate with the regional office and steering committee.
- Collaborate closely with the regional office to execute strategic initiatives and ensure alignment with global objectives.
- Fulfill any additional responsibilities as instructed by the global office.

Requirements:

- Master's degree or equivalent experience, coupled with training and expertise in resource development and organizational management.
- A minimum of 10 years of experience in international development and humanitarian assistance, including at least 5 years in senior strategic management leadership in overseas postings, Country Office/subsidiary. Preferably, this experience should encompass international exposure.
- Demonstrable track record in working with Board(s) and regional office.
- Should have experience managing annual budgets of USD \$5 million or more in complex operating environments.
- Proven ability to lead fundraising and program management and development.
- Good understanding of the discourse on safety, security, and gender issues and/ or participatory approaches to community safety, and the international policy environment in which these issues are addressed.
- Demonstrable track record to lead and plan strategically and manage organizational security systems and procedures.

- Experience in financial management, including regular oversight of financial procedures and donor reporting.
- Excellent analytical skills and proficiency in written and spoken English.
- Proven ability to work in a multi-disciplinary team with respect for diversity.
- High-level communication skills, including experience in communicating effectively across cultures and with diverse audiences, both verbally and in writing.
- Proven experience of working in partnership with NGOs/INGOs and networks.
- Ability to undertake frequent travel within Bangladesh.

NOTES:

- Women and members of ethnic or marginalized communities are encouraged to apply for this position.
- Applications received after the closing date will not be considered and only shortlisted candidates will be notified for the further process.
- Candidates should be available for an interview during second to third week of January 2025.
- Canvassing at any stage of the recruitment process shall lead to automatic disqualification of the candidate.

/The end.