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| **Position: National Program Director, Dhaka, Bangladesh** | |
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| **Job Details** | |
| Reports to:  Direct Reports:  Location:  Required Travel:  Eligible for overtime: | Country Director  0  1-2  3-5  6-10  11+  Dhaka, Bangladesh  Yes  No  Yes  No |

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| **Job Summary** | **ABOUT IPAS**  Ipas is a nonprofit organization working with partners around the world to advance reproductive justice by expanding access to abortion and contraception. We aim to build sustainable abortion ecosystems that address all factors impacting a person’s ability to access abortion—from individual health knowledge to social and community support, to a trained health workforce, to political leadership and supportive laws. In Bangladesh Ipas works since 2011 and from its inception in the country we work closely with the Ministry of Health and Family Welfare to ensure that women and girls can enhance their sexual and reproductive health via affordable, safe, respectful, and comprehensive abortion and contraceptive care. Ipas works throughout the country- in rural, urban and humanitarian settings.  **JOB SUMMURY**  Under the direct supervision of the Ipas Bangladesh Country Director and in close collaboration with senior programme and operations staff, the National Program Director (NPD) will serve as a key member of Ipas Bangladesh Country Office's senior management team (SMT), providing leadership support across the full range of Ipas's functions and responsibilities. The NPD have to understand, embrace, and espouse the Ipas mission, values, and strategic plan. S/he will ensure the successful development and implementation of projects while focusing on program quality assurance, donor compliance, coordination with external stakeholders, grants, and personnel management. The NPD needs to be technical sound about countries SRHR context and programmatic perspectives particularly related to health MR, contraception, gender-based violence, and climate justice and other programmatic intersections. The National Program Director is responsible for overseeing the establishment of the Ipas Bangladesh country operations modalities as a network organization of Ipas, together with growing the country pipeline of future opportunities, and growing the project portfolio of Ipas Bangladesh. The NPD is responsible for developing and managing strong external relationships with relevant national stakeholders including donor clients, as well as government and other development partners and to ensure Ipas remains strategically targeted and responsive to the needs of the country to advance reproductive justice by expanding access to abortion and contraception through establishing sustainable abortion ecosystem of the country. |
| **Key responsibilities**   1. **Program/project design and delivery**  * Conduct strategic and operational planning exercises and contribute to new program design ensuring alignment with Ipas mission, values, and strategic plan organizational priorities * Once a project portfolio is established, he/ she manages programme contracts and the delivery of projects, meeting multiple donors and internal requirements. Assures contractual compliance, delivery quality and timely donor reporting, meeting gross margins targets and avoiding losses. * Develops award workplans and conduct routine program analyses, including regular review and use of monitoring data and organizational quality standard indicators to track progress against key indicators using performance metrics. Offers strategic and technical recommendations and ensure all programmatic issues are addressed and engage project team(s) to adjust plans as needed  1. **Planning, budgeting and reporting**  * Keep abreast of socio-economic and political changes in the environment and support the Country Director to undertake timely strategic review of the organization’s program and strategy to ensure continued relevance in the rapidly changing environment * Leads on the development of the country strategic and annual plans and budgets and reports on progress/ performance against targets, within the requirements of the organizational planning process. Provide guidance to unit leads in developing award and annual operational budgets and works with the Admin & Finance manager to track spending, using financial management tools, conducting regular review and analysis of financial data, and engaging project team(s) to adjust plans * Ensure that effective grant management systems are in place and are in consistent with the organization’s overall fund-seeking and management policy. Supervises planning and reporting to donors and coordinates internal and external reporting processes, including Mid-Year and Annual Reports, based on corporate guidelines and formats. * Interacts with key members of all units to meet their deliverables, share progress of work, resolve problems, and find alternate workable strategies  1. **Funding and Grant Management**  * Keep abreast of the trends within the donor environment in the country and internationally * Support the Country Director to undertake diversified local and international fundraising initiatives to strengthen program funding and sustainability * Provide guidance to unit leads in Developing award and annual operational budgets and works with the Admin & Finance manager to track spending, using financial management tools, conducting regular review and analysis of financial data, and engaging project team(s) to adjust plans * Develop effective resource mobilization strategies and prepare grant proposals * Lead donor reporting processes, including contributing to report documents and soliciting input from various project team members, ensuring quality, cohesion, and timely submission * Ensure that effective grant management systems are in place and are in consistent with the organization’s overall fund seeking and management policy      1. **Partnership Building**  * Represent the organization in high level national, regional and international meetings, conferences, forums and other public events and contribute toward consolidating and raising the profile of Ipas Bangladesh * Coordinate Ipas initiatives for strengthening partnership with civil society organizations (CSOs) particularly through facilitating the CSO forum initiatives for strengthening SRHR ecosystems in Bangladesh. * Build and maintain productive relationships with government officials, policy makers, donor agencies, national and international organizations, and partner NGOs * Develop networks and partnerships with national, regional and international institutions in Bangladesh and spearhead donor collaboration, fund raising and project development within the country * Explore opportunities for new partnerships and knowledge sharing with institutions dedicated to SRH and rights  1. **Country operations and collaborations with different Ipas Nodes**  * In conjunction with the Admin and HR manager, oversees and manages the effective functioning of all administrative functions and operations in the Ipas Bangladesh country offices and effective support to all the projects. This includes safe and reliable logistics, procurement, asset management, IT support and infrastructure, financial monitoring/auditing and HR service delivery. * Informs internal units and projects regularly on operations and support progress. Helps to make sure that the country is aligned to the Ipas Code of Conduct. Collaborates with operations/technical leads and the Country Director towards allocation of resources, budgetary issues, and program results * Ensures effective communication and collaboration between Ipas nodes and the country office, keeping other staff members aware of relevant issues; keeping them informed of significant developments and issues, and engaging them to help problem solve as needed * Works with Ipas Bangladesh Country Director, SMT and Ipas HQ Program Support Team towards program implementation, field level challenges, and other program issues.   **Education and Experience**   * Master’s Degree in Project Management/ Development Studies/ Public Health or related field. * At least 15 years’ technical, programmatic and project management experience as a senior management official in international NGOs, preferably in public health program. * Experience in implementing and managing large complex programs/projects particularly SRHR and health systems strengthening programs. * Sound understanding about project financial management, donor reporting and donor/statutory compliance issues. * Excellent communication, networking and presentation skills with experience in profiling and representing an organization. * Experience in strategy and policy development in an international organization. * Experience in managing multidisciplinary and multicultural teams. * Ability to think strategically, to plan and organize teamwork and work in a network with partners. * Result-oriented and ability to work under pressure. * Fluency in written and spoken English and Bangla required.   **Key Competencies**  Result orientation, Networking*,* Decisiveness, Risk Management & Problem Solving***,*** Leadership, Environmental awareness (social, cultural, political, and professional) and Conceptual thinking.  **Eligibility**  Must be able to travel up to 35% **Salary & Benefit** Ipas Bangladesh will offer an annual salary of BDT **6,988,380** and other benefits as per organizational policies. Benefit includes:   * Provident Fund * Festival Bonus * Gratuity * Health insurance coverage including spouse. * Life Insurance * Professional development opportunities  Ipas Bangladesh will seek information from job applicants’ previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment, and/or child abuse where the applicant was accused and/or found guilty. By submitting the application, the job applicant confirms that s/he has no previous record of sexual misconduct, abuse and/or sexual harassment, and/or child abuse and also, s/he has no objection to Ipas Bangladesh requesting information specified above to his/her previous employer.Ipas is strongly committed to providing a work environment that is free from all forms of harassment, discrimination, and inequity. We recruit, employ, train, promote, and compensate our personnel without regard to race, age, sex, religion, national origin, color, creed, ancestry, citizenship, marital status, veteran status, military service, disability, genetic information, gender identity, gender expression, transgender status, sexual orientation, or any other personal characteristic protected by law or outlined by Ipas policy. Ipas is committed to diversity and inclusion in its workforce, and we encourage applicants from diverse backgrounds and communities to apply.  **How to Apply**  Interested and qualified candidates should submit their CV/Resume including at least two professional references, as well as a Cover Letter stating the suitability for the position in Ipas Job portal by clicking [National Program Director](https://ipas.wd5.myworkdayjobs.com/en-US/Ipas/details/National-Program-Director_R1182)  **Deadline for Application: July 05, 2025** | |