



Vacancy Announcement SKS Foundation

Director – Economic Empowerment Sector (01)

Since 1987, SKS Foundation works with the communities in the North-west Bangladesh for improving socio-economic status, promoting gender equality through creating enabling environment. SKS implements community driven development programs; maintains close collaboration with local government & administration, line departments, civil societies, NGOs, development partners & other stakeholders to bring positive changes in the society.

Job Description / Responsibility

SKS Foundation is seeking for a Director under Economic Empowerment Sector. The position of Director- Economic Empowerment Sector is a top level of SKS Foundation in supporting policy formulation, strategy development, guideline preparation with other team member for betterment of the organization. The incumbent is responsible for overall planning, implementation & management of microfinance, solar & other related project of SKS Foundation. S/he is closely work with MRA, PKSF, Anukul Foundation, IDCOL and different banks (lending), other Economic Empowerment related project/programs and other sector head, department & project for smooth planning and operation. This position will orient and guide Coordinators- Field Operation, Thematic managers running project modalities plan and budget so that they can impart their roles smoothly. His/her major responsibilities are to ensure economic sustainability of the projects.

Educational Requirements

Masters in any discipline preferably in Management/ Accounting/ Social Sciences/ Business Administration/ Economics/ Development Studies

Job Requirements

- Age 50 year(s)
- Age may be considered for highly experienced candidate.
- 10 years practical work experience in the field of Microfinance operation & related project/programs with at least 7 years experience in top level management position;
- Should have experience to supervise 200 Microfinance branches in coordination and collaboration with respective Coordinators- Field Operation
- Develop & update of microfinance operational manual, guideline in adheres with organizational policy and context.
- Disseminate and internalized the policy by the staffs.
- Ensure yearly plan of operation of microfinance program & other related project.
- Review and re-planning based on achievement and provide necessary guidance and strategy for target achievement.
- Analysis of target variance, financial ratio to management for strategy formulation which ultimately resulted to program viability
- Ensure project coordination meeting and guidance, raise the strategy and policy concerns to CMT.
- Regular field visit and identify bottlenecks, policy violation etc. and guide respective staffs for improvements.

- Monitor & review the monthly & yearly plan of microfinance activities (Member, Borrower, Disbursement, Savings, Overdue, OTR, CRR, PAR etc and income accordingly guide the project for timely and quality implementation.
- Will monitor and assist Microfinance & other related project team so that they are able to prepare the monthly/quarterly/annual planning of the program.
- Ensure whether the findings of the external/internal auditing has been addressed and the responses are ensured in due time.
- Organizing and conducting different management meeting and workshops when necessary with lead/funding agencies and attend different sharing and coordination meeting/workshops organized by funding agencies.
- Accountable for management of staff placement, hiring, encouragement, firing and any other personnel issue of Microfinance program and other related project staffs.
- Evaluates performance regularly and yearly.
- Ensure financial management to comply Government, donor and organizational policies.
- Promotes programs and services that are produced in a cost effective manner implying economy while maintaining and acceptable level of quality.
- Ensure timely submission of Government & donor reports (schedule report).
- Prepare and submit fund request to respective authorities funding agencies
- Provide information for organizational annual report, new proposal and any other documents/events.
- Analysis of Microfinance and other related project reports/studies and share with management, donors and other stakeholders
- S/he will monitor/ensure that the communication (though mail/phone/courier) with the respective funding agencies within the stipulated time.
- Besides the scheduled reports S/he will ensure the any form of donor requirement and compliance reports, clarification reports, situation reports, terms of reference etc.
- Build relation & regular communication with different GO/NGOs stakeholders.
- Assist other department/unit (Finance, HR, Admin, M&E, Audit, Advocacy, PDRM etc.) for relevant issues/aspects.

Salary Range

TK. 150000

Other Benefits

As per organization policy. Note that Festival Bonus, Provident Fund, Staff Welfare Fund, Gratuity & income tax included in the total salary.

If you comply with the qualification, please submit your application to The **Chief Executive, SKS Foundation, College Road, Uttar Horin Singha, Gaibandha- 5700 within 30 November 2017** along with a resume and name of two referees including contact cell-phone/telephone number, 1 copy of recent passport size color photo. Only short listed candidates will be called for interview.