Practical Action

Country Director, Bangladesh

Candidate Pack
13 January 2015

Practical Action Bangladesh is being supported by Oxford HR in the global search for a Country Director.

Oxford HR Consultants Ltd
Introduction to Practical Action

Practical Action is an international NGO specialising in technology and sustainable development. Practical Action was founded in 1966 by the author of “Small is Beautiful” EF Schumacher.

Practical Action’s mission is to use technology to challenge poverty by:

- building the capabilities of poor people,
- improving their access to technical options and knowledge, and
- working with them to influence social, economic and institutional systems for change

Our vision is for a world with Technology Justice for all, which we will drive through four global goals to improve energy access; urban water, sanitation and waste management services; agricultural production and marketing; and disaster risk reduction measures. Climate adaptation, and “making markets work for the poor” are considered in all our programmes as cross-cutting themes.

The approach involves delivering programmes on the ground, which has a direct impact on people’s lives usually in partnership with local & international NGOs, government, academic institutions, and the private sector.

We work in partnership at all levels to enable women and men to access new and improved technologies. We seek to empower women and men to change institutions, policy processes, regulations and development decisions that affect their lives – building from the local to the national and international levels.

We place great emphasis in generating experience and learning from this work, and then use this knowledge to influence the policies and practices of others through a range of approaches including campaigning, a free-to-use development information service (Practical Answers), and subsidiary publishing and consulting companies. Through this we currently have active engagement in over forty countries around the world.

Today Practical Action has global budget of approximately £30M - 40% of our annual income is unrestricted - raised in the main through direct appeals to the UK public - and 60% from a variety of restricted sources.

Practical Action Bangladesh

Practical Action has been working in Bangladesh for 25 years. Along with the head office in Dhaka, we operate 10 regional centres and work in 23 districts. In 2013-2014 we worked with 140 partners to reach around 290,000 of Bangladesh's poorest people.

The Bangladesh programme is organized into three thematic areas:

- Extreme Poverty
- Agriculture & Markets
• Urban Water and Sanitation

The position of Country Director requires an outstanding and credible individual with authority derived from a successful record of international development leadership in Bangladesh and beyond. The Country Director will be responsible for incorporating strategic development and practical implementation, and so must be able to manage long-term vision and short-term action. An important aspect of the role is working in collaboration with government, funders and other partner organizations, so skills in networking and resource mobilization are necessary, along with influencing and advocacy.

The Country Director will need to operate effectively at a number of different levels – nationally, regionally and internationally. As a member of Practical Action’s Strategic Management Team, s/he should be able to bring a global perspective. S/he will need to combine analytical, communication and interpersonal skills to a high degree to provide effective leadership and line management of the senior management team and a staff of about 130.

The position offers exciting and interesting challenges for the right person to make a distinctive contribution to an organisation that aims to be on the cutting edge in policy and programme work in technology and human development.

Practical Action always recruits national staff for Country Director Posts, so candidates should be Bangladeshi or of Bangladeshi origin.
# Job Description

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<thead>
<tr>
<th>Job Title</th>
<th>Country Director, Bangladesh</th>
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<tbody>
<tr>
<td>Organisation</td>
<td>Practical Action Bangladesh</td>
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<tr>
<td>Reporting to</td>
<td>International Director for Policy and Programmes</td>
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<td>Direct Reports</td>
<td>Bangladesh office staff</td>
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<td>Remuneration</td>
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<td></td>
<td>• Salary is in the region of £45,000 pounds (5,282,922 taka), which includes house rent and medical allowance. 10% paid into a provident fund. Salary is paid in local currency and is taxable according with Bangladeshi tax practices.</td>
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<td>• Cell phone allowance, gratuity payment, separate hospital cover and life insurance</td>
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<td>• Car and driver provided for business use</td>
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<td>Terms of Employment</td>
<td>5 year renewable contract. Probationary period of 6 months.</td>
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<td>Location</td>
<td>Dhaka, Bangladesh</td>
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<td>Main Purpose of the Job</td>
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<td></td>
<td>• To be responsible for the strategic development and successful implementation of Practical Action’s work in Bangladesh</td>
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<td>• To be responsible for raising resources for Practical Action programmes in Bangladesh</td>
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<td>• To provide effective leadership to the Bangladesh office team and line manage senior staff within the Bangladesh office</td>
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<td>• To be an effective member of Practical Action’s international Strategic Leadership Team.</td>
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<td>• To be responsible for the effective and efficient performance of the Bangladesh office in all its functions</td>
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<td>• To be the legal representative of Practical Action in Bangladesh</td>
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<td>Primary Duties and Responsibilities</td>
<td>Strategy development and implementation</td>
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<td>• To develop and implement a regional strategy which sets the background for work in Bangladesh and which defines Practical Action’s ability to relate to development needs.</td>
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<td>• To ensure that strategic plans exist to cover all areas of activity, current and planned, in Bangladesh and that they are consistent with the country strategy and with international strategies.</td>
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<td>• To ensure that staff, as members of various international teams, contribute fully to the planning of programmes of work.</td>
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<td>• To approve activities, projects and programmes of work carried out in or from the country office, including the responsibility for obtaining necessary approvals.</td>
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<td>Resource mobilisation</td>
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<td>• To take overall responsibility for the financing of country</td>
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programmes balancing inputs from local and international fundraising teams.

- To ensure that fundraising plans are in place and effectively implemented, including a forecast of income matched to the needs of work in the country.
- Where appropriate to lead the representation of Practical Action Bangladesh (and the broader Organisation) to donors both local and international.
- To take overall responsibility for ensuring that the conditions and contracts applied by donors are fully adhered to within the work of Practical Action Bangladesh.
- To lead the Bangladesh team in contributing to the broader fundraising efforts of the Organisation through the provision of information, market intelligence, donor feedback, etc.

Leadership

- To be the line manager for the country office team, ensuring that activities conform to agreed policies, strategic plans and project criteria, and that sufficient consultations have taken place.
- To set agreed targets for the performance of each unit of the office and to monitor and manage performance against them.
- To prepare and update the annual staff plans for the country office.

International senior management

- To bring an international perspective to the Organisation informed by its policies, politics, institutions, economics and development priorities.
- To form policies and strategies for the Organisation as a whole as a member of the Strategic Management Team (SMT).

Regional initiatives

- To develop and implement where appropriate regional programme initiatives in line with Practical Action strategic aims.

Office management

- To be responsible for the effective management of the office including quality assurance, information technology, knowledge-sharing, research, programme support, marketing strategy and the business planning process.
- To review and develop as necessary an appropriate management structure for the efficient delegation of tasks.
- To ensure the efficient information flow between the Dakar Office and other offices of Practical Action.
To be responsible for and accountable to Practical Action for all Organisation assets and funds within the country.

To prepare and agree budgets for the operation of the office, ensuring that reports and financial returns to the Organisation are submitted as required and to agreed deadlines.

To operate the local Practical Action bank accounts under the terms required by the organisation’s Finance Director.

To be responsible for implementing recruitment, grading, salary, allowance schemes, disciplinary procedures and other HR policies, to meet both local needs and international policy.

To be responsible for recruitment of staff within country, and to ensure that adequate induction for new staff takes place.

To be responsible for staff development and performance management throughout the regional office.

To develop and implement policies and strategies to ensure the security of Practical Action staff and property within the country.

**Representation**

To be responsible for liaison with the government, including the maintenance and compliance with the terms of registration as the legal representative of Practical Action within the country.

To recommend if necessary, how the Organisation’s objectives may best be furthered through changes to such registration.

To develop and maintain links with those engaged in development in Bangladesh, in government departments, NGOs, other aid agencies, academic institutions etc.

To identify the potential for collaboration with them, including the potential for co-funding.

To ensure that the office has the capacity to appraise the activities, competence and acceptability of local agencies as potential partners.

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<th>Minimum Academic and Professional Qualifications Requirement</th>
<th>Degree in relevant technology, social science or information discipline</th>
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<td><strong>Minimum Experience Requirement</strong></td>
<td>At least 10 years’ relevant work experience</td>
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<td><strong>Key Skills, Knowledge and Experience</strong></td>
<td>In-depth understanding of international development issues</td>
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<td>Knowledge of and experience of advocacy in international development</td>
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<td>Proven leadership and project management skills at a senior level</td>
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Proven technology-related skills and the ability to relate across technology areas
Proven communication skills
Strongly financially literate
Knowledge of marketing principles and practice
Fluent in written and spoken English
An ability to work in Bangladesh

How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, please complete our **online application form** and submit the following information:

- **An up-to-date curriculum vitae** (of no more than 2-3 sides of A4)
- **A detailed statement** (of no more than 2-sides of A4) explaining **why** you are interested in this role with Practical Action, and **how** your skills, knowledge and experience meet the person specification and make you suitable for this particular role.

The **Oxford HR Online Form** (which can be found via the Vacancy notice on the website) provides us with the key information we will need to take your application through to interview.

Please note this form includes Oxford HR’s Equal Opportunities monitoring questions. You are under no obligation to complete these. Any information you do provide will only be used in accordance with the Data Protection Act 1998, and will remain confidential. It will not be used as part of the selection process.

The documents should be saved in Word in the following format: Your First Name, Your Last Name, Document Name, and Date (yyyy) e.g.:

- Pat-Jones-CV-1502
- Pat-Jones-OxHR-1502
- Pat-Jones-Statement-1502

Any queries should be sent Karen Twining, Toby Weaver and Heather Waller of Oxford HR Consultants by email to practical-action-bangladesh@oxfordhr.co.uk
Applications are welcome until the deadline of 9th February 2015 (by midnight GMT). Oxford HR, together with Practical Action, will then agree upon a longlist of candidates. These candidates will be invited to participate in a preliminary interview (by Skype or telephone) with Oxford HR. A Shortlist of candidates will then be selected and invited to final interviews with Practical Action in Dhaka, currently scheduled for 18 & 19 March 2015.

Oxford HR will acknowledge all applications and inform candidates about the outcome of their application.

Equality Statement
Equality and diversity is at the core of Practical Action values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

About Oxford HR
Oxford HR operates globally and exclusively within the international development sector. We carry out retained executive search mandates at board and senior management levels. We also offer human resource and organizational development consultancy.

Oxford HR has many years of experience in recruitment as well as an extensive network of international development, corporate, public sector and academic contacts from across the world. We carry out comprehensive and international searches designed to meet the specific needs of our clients.

Oxford HR’s team members have significant personal experience of working in international development, as well as corporate and governmental sectors. We are in a unique position to find and assess talented individuals from a variety of backgrounds.

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(For all correspondence about Practical Action Bangladesh please use practical-action-bangladesh@oxfordhr.co.uk)