



Manabik Shahajya Sangstha (MSS)

JOB DESCRIPTION

Position Title	: Director/ Deputy Director (Microfinance)
Job Location	: MSS's Head Office
Employment type	: Permanent (Full-time employment)
Reporting to	: Executive Director (ED).

JOB PURPOSE:

Director (Microfinance) is responsible for leading the Microfinance Program of MSS. S/he is reportable to the Executive Director for professional tasks and the execution of his/her duties. This position will be accountable for strategic decisions, policies and procedures and sustainability of Microfinance Program in the context of MSS strategy.

KEY WORKING RELATIONSHIPS:

- To manage MSS's Microfinance program smoothly and to supervise the key staff of MSS
- Coordinate with respective donors.

SCOPE AND AUTHORITY:

Scope of the Role: Reporting to the Executive Director (ED), the Director (Microfinance) has the responsibility to manage all microfinance related strategies and operations within the organization.

Responsibility for Resources:

- Responsibility for all resources within the organization.
- Manage budget together with team under supervision of Executive Director (ED).

KEY ACCOUNTABILITIES:

The job holder is accountable for fulfilling his or her roles and responsibilities in line with principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff. This includes but not limited to: S/he will report to the Executive Director (ED) to achieve the objectives of the organization.

Job Responsibilities

- Responsible for overall management and administration of the Microfinance Program of MSS.
- Support and guide the Microfinance Program and the whole team of microfinance operation.
- Develop the business plan, set annual target, mobilize human resources including recruitment and training, monitor performance, prepare budget and financial statements, performance reports, audit response etc.
- Encourage others to develop ideas, policies and strategies which will advance the Vision and Mission of the organization and ensure its future survival, competitiveness and effectiveness;
- Undertake regular field visits to supervise field activities implemented by the Microfinance program staff and to ensure quality of MSS program implementation;
- Ensure efficiency, effectiveness and transparency of field activities;
- Ensure effective administration, implementation, monitoring, follow-up and supervision of all staff and activity of MSS Microfinance Program.



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- Maintain constructive working relations with all department Heads. For effective coordination, close and constructive working relations should be maintained with field program as well as other sectors as and when required.
- Mobilize resources from Banks, PKSF and other financial institutions for the Microfinance Program
- Liaison and communicate with Government, Donors, Regulator and financial intermediaries and partners such as PKSF, Banks, MRA etc.
- Represent MSS microfinance program in external forum.
- Explore and identify new funding opportunities negotiates with financial institutions, write, submit and pursue project proposals etc.
- Build good working relations with existing and potential development partners.

REPORTING:

- Identifying and developing new prospects and projects for MSS's potential intervention.

REPRESENTATION:

- Management representation matters.
- Develop and maintain processes to ensure exert of value liaison effort with Government Authorities.

TRAVEL:

Director (Microfinance) is expected to spend his/her time at the field level as per the Executive Director (ED)'s requirement.

OTHERS:

Any other functions and responsibilities of appropriate nature to organizational management assigned by the Executive Director (ED).

Working Relationships:

Internal : Interacts regularly with the staff and regular conservation with the Executive Director (ED).

External : Interacts with partners, relevant Government department and stakeholders, Health, Conservation and Development NGOs, community-based organizations and local district councils.

Educational Qualifications:

Master's Degree in any discipline (no 3rd class will be allowed)

Experience:

For Director - At least fifteen (15) years' experience in Microfinance program operation including minimum three (03) years in similar position. Should have experience in handling large number of branch offices.

For Deputy Director - At least ten (10) years' experience in Microfinance program operation including minimum three (03) years in similar position. Should have experience in handling large number of branch offices.

Age limit: At most 50 years (for Director) and 48 years (for Deputy Director).



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N.B. This job description covers the main tasks and conveys the spirit of sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.