



মানবিক সাহায্য সংস্থা (এমএসএস) MANABIK SHAHAJYA SANGSTHA (MSS)

Vacancy Announcement

Position Title	: Deputy Director (Microfinance)
No. of vacancy	: 01
Job Location	: Head Office
Employment type	: Permanent (Full-time employment)
Reporting to	: Director/Head of the program (Microfinance)

JOB PURPOSE:

The Deputy Director (Microfinance) is a key leadership position responsible for overseeing the management and operation of program implementation at the country level, coordinating country-based activities, and ensuring improved program performance. This position will be responsible for developing and implementing strategic decisions, policies and procedures, and sustainability of the Microfinance Program in the context of MSS's strategy.

KEY ACCOUNTABILITIES:

The job holder is primarily responsible for providing proactive leadership and shall perform the roles and responsibilities associated with the growth and development of a sustainable microcredit program. S/he will be fulfilling the tasks in line with principles of commitment, honesty, respect, and fair treatment of his/her colleagues and staff.

REQUIREMENTS AND SKILLS

- Proven track record in effective program implementation.
- Thorough understanding of project/program management techniques and methods.
- Excellent knowledge of performance evaluation techniques and key metrics.
- Outstanding knowledge of data analysis, reporting, and budgeting.
- Working knowledge of MS office and program management software.
- Business acumen with a strategic ability.
- Excellent organizational and leadership skills.
- An analytical mindset with great problem-solving abilities.
- Excellent communication skills.
- Possess broad knowledge of program management principles.
- Must have a strategic mindset and be able to lead and develop subordinates.
- Report writing skills.

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

EXPERIENCE: At least twelve (12) years of experience in the Microfinance program operation/minimum of two (02) years in a similar position/have a minimum of three (03) years as an Assistant Director-level position in the microfinance program. Should have experience in handling a large number of branch offices.

AGE LIMIT: Maximum 48 years.

JOB RESPONSIBILITIES

- Support proper implementation of the overall MSS's activities;
- Assist to develop the business plan, setting annual targets, mobilizing human resources including recruitment and training, monitoring performance, preparing the budget and financial statements, performance reports, audit response, etc.
- Support others to develop ideas, policies, and strategies that 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 and to ensure the quality of the program;
- Assist in ensuring efficiency, effectiveness, and transparency of field activities;
- Manage constructive working relations with all Department Heads and Assist Directors with effective coordination as and when required;
- Support in mobilizing resources from Banks, PKSF, and other financial institutions for the Microfinance Program;
- Brace in keeping Liaison and communication with Government, Donors, Regulators, financial intermediaries, and partners such as PKSF, Banks, MRA, etc.
- Representing the MSS's microfinance program in external forums;
- Assist to explore and identify new funding opportunities, negotiate with financial institutions, write, submit, and pursuing project proposals, etc.
- Proper support to build good working relations with existing and potential development partners;
- Assist in identifying and developing new prospects and projects for MSS's potential intervention;
- Perform any other responsibilities in the best interest of the organization as assigned by the Director/Program Head (Microfinance).

TRAVEL: Deputy Director (Microfinance) is expected to spend considerable time at the field level for monitoring and supervision as per programs' requirements.

SALARY: Attractive salary commensurate with skills and experiences.

Compensation & Other Benefits:

T/A, Mobile bill, Contributory Provident fund, Gratuity, Staff welfare fund, Weekly 02 holidays, Festival Bonus: 02 (Each festival bonus is equivalent to one-month basic salary), Yearly increment, and any other benefits as per the organizational policy.

Interested candidates are requested to send their CVs along with a cover letter (in one MS word/PDF file) to: hr@mssbd.org on or by March 15, 2023. Please mention the position applied for in the subject line of the email. Only short-listed candidates will be called for the selection process.