



FPAB looking for Executive Director

The Family Planning Association of Bangladesh (FPAB), a non-governmental organization (NGO) has been the pioneer in Family Planning, Sexual and Reproductive Health and Rights (SRHR) in Bangladesh since 1953. The Association is proud to be one of the most expansive and well-known NGOs in the country, linking up with all NGOs, governmental and private organizations that focus on family planning and sexual and reproductive health (SRH).

Our efforts are spearheaded by a network of volunteers and health functionaries spread across the country.

We are a member association of the global INGO, International Planned Parenthood Federation (IPPF), which is a leading advocate of SRHR in 152 countries. Our aspiration is to enhance components related to health and wellbeing and at the same time mold the quality of people's lives.

If you have the vision, drive and passion to make a difference to the lives of people please review the job description on <http://www.fpab.org/admin/career/ed.pdf> and submit your application on or before **26th June, 2011** to the President, FPAB, 2 Naya Paltan, Dhaka-1000, Bangladesh. Persons who applied before need not to re-apply.

Date: June 09, 2011

Job Description:

Executive Director (ED)

- Be the Chief Executive Officer (CEO) of the Family Planning Association of Bangladesh (FPAB).
- Coordinate and be responsible for the *total* operations of the *organization*.
- Promote the cause of Sexual and Reproductive Health and Rights (SRHR).
- Evolve and articulate the long-term Vision for the organization in terms of:
 - People
 - Technology
 - Outreach
 - Quality
 - Society
- Evolve and articulate the organizational Mission and Strategy.
- Advance IPPF's Strategic Framework.
- Evolve and articulate objectives (both long-term and short-term) and plans for FPAB within the strategic framework.
- Provide inspirational leadership.
- Identify and articulate the Values and Ethics that the organization would be guided by.
- To advise on and implement policies approved by the National Executive Committee (NEC)
- To maintain a healthy and mutually supportive relationship with the President and other members of the Governing Bodies.
- To help to provide thorough orientation for new governing body members.
- Maintain an adequate system of communication and reporting (about programme and financial inputs and outputs and all other subjects relevant to the Association's well-being) with the Governing Bodies and its committees; ensuring adherence to the doctrine of 'no surprises'.
- To chart out programme activities and their budgetary requirements.

- Identify the needs within the Country, resources available both within and outside the Association to meet the needs, and where possible, develop resources for the purpose.
- Administer the terms and conditions of Funding Agreements with various donors.
- Ensure adequate technical support for the implementation of programmes.
- Be in touch with the population, the organization is serving and have a feel of the pulse of the people.
- Plan for and mobilize financial resources to ensure long-term sustainability.
- Continuously scan and assimilate information, inputs and trends from the external environment for steering the organization's operations.
- Build and develop a well-knit Management Group (MG).
- To recruit, supervise and mentor the Staff.
- Interact with FPAB members, especially the new ones, to communicate the organization's mission and values.
- Review and monitor the organization's performance.
- Provide support to the Internal Audit function and implementation of its recommendations.
- Spearhead Organization Development (OD) including facilitating change management.
- Establish, contribute and maintain liaison and membership in bodies representing the Profession, Finance and Government.
- Representative of and gate-keeper to the organization. Establish, develop, contribute and maintain relations with appropriate agencies/bodies representing both governmental and non-governmental organizations, within the country to facilitate and promote the work of the organization.
- The ED reports to the NEC.

Requirements/Competencies

- Visioning and conceptualizing
- Passion and commitment
- Planning and goal-setting
- Interdependent problem-solving and decision-making
- Interpersonal skills—listening, responding and relating with respect, empathy and congruence
- Group building
- Skill in advocacy
- Monitoring
- Networking

Minimum Academic Qualifications/Experience

- Post-graduate/Professional degree in social science, public health, education, medicine or management or equivalent standard of education
- Ten years' work experience at senior management positions in related SRH organizations or corporate sector including development and management of relevant national/regional level programmes/initiatives

Desirable

Proven professional track record in management and sufficient publications in national and international peer review journals.