iDE is dedicated to creating income and livelihood opportunities for the rural poor. We were one of the first organizations to unlock the power of markets to fight poverty. iDE designs and delivers market-based solutions in agriculture and water, sanitation, and hygiene (WASH) in 10 countries across Asia, Africa, and Central America. We believe that entrepreneurs can be found everywhere and that through design and innovation, they can have the opportunity to build a better world for themselves, their families, and their communities. iDE Bangladesh is the oldest iDE country program having operated continuously since 1982.

The Director of Programs (DoP) is a key leadership and senior management position for iDE Bangladesh and works closely with the Country Director to set the overall strategic direction of the country program portfolio. With oversight of a diverse multi-million-dollar portfolio, the DoP will lead the strategic design, development and implementation of all programs in Bangladesh in close collaboration with the Finance and Operations unit and supported by the senior management team in the country as well as the iDE Global technical and management teams. The DoP will directly supervise and manage a multicultural project leadership team providing high quality coaching and mentoring services with a keen focus on improving their performance and leadership skills. The DoP position is central to the organizational growth strategy and as such will be a key part of the business development team - leading the technical component. As a senior management team member, DoP is expected to provide overall organizational and governance support and leadership aligned with the vision and mission of the organization.

Position: Director of Programs

Number of Vacancies: 01

Job Location: Dhaka, with frequent travel to the field

Reporting Line: Country Director

Key Responsibilities and Tasks:
The key responsibilities of the DoP will include the following:

- Collaborate with the Country Director and Senior Management Team (SMT) to identify, design and deploy country strategies and plans aligned with iDE’s global priorities.
- Lead the design and development of annual programs strategies relevant to the country program ensuring equitable participation from relevant internal and external partners and stakeholders.
- Supervise and manage Program Quality Assurance function ensuring that all programs are aligned to meeting internal and external quality thresholds.
- Collaborate and coordinate with iDE Global units (programmatic and support functions) for advocating and securing key technical and management support/services as required by the country program.
- Lead the preparation and implementation of high-quality strategic solutions appropriate and complementary to government & donor development plans and in line with iDE Global vision & mission, while ensuring the solutions are inclusive and participatory.
- Ensure understanding of strategic goals and approaches by all staff and key stakeholders.
- Develop high quality strategic partnerships relevant to iDE’s portfolios and priorities to augment the impact, reach and scale of iDE’s programs.

**Project implementation**

- Supervise programs team consisting of Associate Director/s and Project Managers to ensure effective and impactful project implementation.
- Collaborate with the senior management team to design and implement a country program consolidated budget in a fiscally sound manner.
- Supervise, mentor and coach technical teams (including direct repartees) to develop strong technical, management and leadership skills.
- Analyze trends in the program, identifying issues and developing and recommending solutions to the Country Director and SMT.
- Develop, implement and evaluate recruitment strategies to expand the number of staff (interns, volunteers, national and international) to support project implementation.
- Ensure all teams understand and can operationalize iDE’s market-driven approach, and that gender equality is mainstreamed into all program strategies, programs, and projects.
- Ensure that projects and programs receive necessary technical support by: identifying, organizing, and when appropriate delivering trainings, cross-learning exchanges, and information sharing; encouraging and supporting self-directed learning;
- Supervise and regularly coordinate with project staff and support departments to ensure smooth planning, preparation, implementation, and monitoring and evaluation of program activities.
- Collaborate with program, finance and administrative staff to ensure systems are in compliance with donor and iDE policies and procedures.
- Support Program Managers to appropriately manage their budgets through regular budget vs actual reviews and follow up action items.
- Draft and/or review scope of work to hire and manage any technical consultants, including review for technical efficacy and contract budget.

**Business Development and organizational growth**

- Collaborate with the Country Director and iDE Global team to design and deploy organizational growth strategies, including business development activities.
- Lead and supervise business development team/s in the country office focused on meeting strategic and tactical targets.
**Governance and Relations**

- Represent iDE in national, regional and global forums with the objective of highlighting IDE’s market-based systems development portfolio and emphasize iDE’s impact and achievements.
- Highlight IDE’s innovations and achievements by supporting the development of technical products, such as abstracts, white papers, guidelines and tools, articles, blogs, and success stories.
- Represent IDE by participating in and contributing to industry forums, such as technical working groups, conferences, and event
- Ensure visibility of iDE Bangladesh programs, both internally and externally
- Influence the context in which IDE works at relevant technical working groups, conferences, workshops, and policy-oriented forums using appropriate thought leadership approaches

- Ensure strong cooperation and collaboration with partners, donors, government, and other key stakeholders as a base for building/maintaining/expanding a sustainable country and regional programme
- Coordinate and collaborate with IDE HQ and country office. Promote similar collaboration amongst field staff as well
- Contribute strategically, through participation, in relevant, existing forums in building a vibrant civil society sector
- Maintain and expand senior external relations with government, community, civil society, international stakeholders and private partners
- Assure smooth flow of information between teams and the SMT HQ and vice versa
- Supports to develop new opportunities and identify new entry points for iDE and engage wider stakeholders in systems-building conversations
- Interact with key client and counterpart staff to strategically influence programming decisions, and develop strategic partnerships with local organizations/firms

**Skills and Experience**

Candidates are expected to have the following qualification, skills and experience, and to be comfortable with the following conditions.

**Education**

- Relevant post graduate qualification preferably in business, development studies, management, agriculture, WASH, technology, and/or equivalent experience.

**Knowledge and Experience**

- Minimum seven years of management experience in development programs or other related sectors;
- Minimum of three years of experience at senior management level with an international NGO
- Prior work experience in South Asia preferred
- Experience with various donor procedures and policies is strongly preferred
- Practical knowledge and experience in successfully leading and managing diverse portfolio of projects, as well as national and international staff
• Demonstrated technical understanding of a market-based, systems, and/or private sector approach, as well as at least some of the following sectors: agriculture, food security & nutrition, WASH, and clean energy.
• Demonstrated experience bringing in new business and working with market actors (e.g., private sector, foundations, etc.); including innovative design and leading the proposal development process.
• Excellent computer literacy in Windows Office programs (especially Word and Excel); Familiarity with internet-based software systems such as Google Apps are of advantage.
• Strong facilitation and consensus-building skills.

Application Process: To apply please forward a comprehensive resume together with a supporting statement/cover letter (maximum two pages) to bangladesh-jobs@ideglobal.org. Tell us what excites you about this opportunity. Please also provide the names, positions, organizations and telephone contact numbers of three referees relevant to this role. References will only be contacted once your permission has been granted. Only short-listed candidates will be notified.

Schedule: Submit applications as soon as possible  First round interviews: Starting March 2021.

Start Date: Ideally, the new Director of Programs will be in place by April 2021.

Women are actively encouraged to apply.

iDE provides a women friendly work environment with flexible work arrangements, appropriate skills development opportunities and good career development potential for high performing individuals. We are committed to creating a diverse environment and proud to be an equal opportunity employer. Employee selection and related decisions are made without regard to gender, race, age, disability, religion, national origin, color, or any other protected class.