

Vacancy Announcement

Training	Capacity Development	Research
Institute of Public Finance Bangladesh		
Vacancy Announcement		
<p>Institute of Public Finance Bangladesh (IPF) aims to enhance ability, skill and knowledge towards better capacity in preparation and implementation of micro-fiscal strategies, plans and programs efficiently.</p> <p>Towards attaining efficiency and professionalism, IPF intends to recruit qualified, experienced and result oriented performer to fill the following position, competitive remuneration for qualified candidates will be offered.</p> <p>1. Director General- 1 position</p> <p>Job description and other information can be obtained from www.ipf.org.bd</p> <p>Application need to be submitted to Chairman, Executive Committee of IPF (1st12 storied Building, 7th floor, Segun Bagicha, Dhaka). Application deadline 05 April, 2020.</p>		

Benchmark selection criteria for Director General

	Area	Required qualification
1	Grade	Management-1
2	Age (Maximum)	62 years (On the date of advertisement)
3	Education	Post Graduate in Eco/GFM/ Development studies and Public Policy/ Social Sciences/ MBA (Finance-Macro)
4	Total Job experience (years)	20+
5	Total Public sector experience (Years)	20
6	PFM experience (Years)	15
7	Training/ Research experience (Years)	5


15.1.2020

Appendix-5: Detail Terms of Reference (will be available in the IPF website)

Sample Position Description for Director General

Location:	Dhaka, BANGLADESH
Application Deadline:	31 March, 2016
Type of Contract:	Service Contract
Post Level:	Management-I
Languages Required:	Bangla and English
Starting Date:	(date when the selected candidate is expected to start): 01 February, 2016
Duration of Initial Contract:	One year initially
Expected Duration of Assignment:	One year, renewable on an annual basis upon satisfactory performance & availability of funds

A. Background

Institute of Public Finance Bangladesh (IPF) is the first ever institution in the country dedicated to Public Financial Management Capacity Development, Training and Research. It aims to enhance awareness and to provide ability, skill and knowledge, skill on stages of the PFM cycle towards better capacity in preparation and implementation of macro-fiscal strategies, plan and programs efficiently. Created through a government initiative with a mission to become the leading capacity development institute in PFM, a highly qualified diverse stakeholder represented Governing Council is at the helm of its governance structure.

B. Duties and Responsibilities

Being committed to efficiency and professionalism, IPF intends to recruit qualified, experienced, and dynamic and result oriented Director General to lead the organization, manage its staff, finance and businesses in a cost effective and timely manner, prepare, update and implement its policy, strategy and plans towards achievement of the mission and vision.

She will be responsible for leading the project team through planning, implementing and managing the delivery of policies, reports, knowledge products and other results or annual work plans assigned by the Governing Council. She will also closely work with Finance Division, Line Ministries/ Divisions, private sector, local government, nongovernment and civil society organizations in order to tap business for the organization and maintaining professional liaison.

Summary of key functions:

1. Overall operational management for successful execution
2. Knowledge building and capacity enhancement services
3. Financial Management
4. Provide policy and program support to the project
5. Partnerships and Resource mobilization
6. Staff supervision
7. Effective coordination with relevant partners and government

1. Overall operational management for successful execution

- Monitor outputs and manage progress against the outcomes defined in work plan Facilitate the day to day activities;
- Manage the human and financial resources, in consultation with the Executive Committee (EC) and Governing Council (GC), for achieving results in line with the outputs and activities outlined in the annual plan and other plan documents of the institute ;
- Lead the preparation and implementation of the results based work plans and result frameworks as endorsed by the EC;
- Prepare progress reports and organize progress reviews;
- Facilitate organizing meetings of the EC and GC including preparation of working paper, minutes, progress reports etc as member secretary of the two bodies.
- Also to represent the management in the Governing council and act as an effective liaison between policy and management functions of the institute.
- Coordinate the work of the institute and policy advisory services;
- Coordinate the distribution of responsibilities amongst team members and organize monitoring and tracking system of all components of the institute;
- Represent IPF in collaboration with national and international institutions, forums, organizations, government and others.;
- Facilitate international / national consultants to conduct studies related to project activities;
- Mobilize goods and services to initiate activities including drafting TORs and work specifications;
- Monitoring events as identified in project monitoring schedule plan and update the plan as required.

2. Knowledge building and capacity enhancement services

- Lead the process of knowledge captures of national, regional and global knowhow in the subject area and production of knowledge based products;
- Manage or support the formation of national and regional panel of advisors to guide the work of the Institute;
- Manage stakeholder expectations and participate in communication activities to inform stakeholders of progress and issues.
- Lead the process of knowledge creation and dissemination related to national, regional and global knowhow in the subject area.
- In this context, partner with practitioners and members of the National think tanks, global networks, leadership of the practice and sub practice teams in civil service, recruitment process, change management, HR policy and other related on knowledge management services;

3. Partnerships and Resources

- Prepare proposals for mobilization of human, technical or financial resources from international development organizations, nongovernment organizations and the private sector;
- The Director General will provide inputs and services as may be required by the Management of the institute with the objective of achieving high level of performance and results;
- The key results have an impact on the overall success of the institution and reaching goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets.

4. Provide policy and program support to the project

- Provide intellectual inputs in the subject area through identification of key policy issues and formulation of best possible and alternative policy and program options for Bangladesh;
- Stimulate strategic thinking in the subject area, taking into account the needs of country as well as the opportunities to develop broader public goods;
- Undertake and facilitate necessary actions to leverage relevant policies;
- Ensure high standards in the provision of technical and advisory inputs, organization of workshops, seminars, training and delivery of outputs (products);
- Lead the analytical and policy development work of the IPF team. Promote the substantive quality of all knowledge products, reports and services, and ensures effective integration;

5. Partnerships and Resource mobilization

- Prepare proposals for mobilization of human, technical or financial resources from Government, national and international development organizations, Nongovernment organizations and the private sector;

6. Staff supervision

- Supervise staff including work planning, performance monitoring and assessment;
- Coordination of staff responsibilities;

7. Effective coordination with relevant partners and government

- Provide support to introduce and explain about the roles, activities and facilities available at IPF at various government ministries and departments and beyond;
- Coordinates with various government and nongovernmental agencies regarding requests for advisory and support services and lead the support from the institute as required by the stakeholders.

C. Competencies

Corporate Competencies:

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism

Functional Competencies:

- Knowledge Management and Learning
- In-depth knowledge on public finance issues with special focus on local governance
- Ability to advocate and provide policy advice on local governance
- Excellent knowledge of monitoring and the application of methodology: Good understanding of capacity assessment methodologies; Excellent ability to identify significant capacity building opportunities.
- Excellent communication skills (written and oral)
- Sensitivity to and responsiveness to all partners, respectful and helpful relations with relevant government departments.
- Development and Operational Effectiveness
- Ability to lead strategic planning, results based management and reporting. Full project cycle mastery, excellent work/project planning skills.
- Ability to lead implementation and monitoring
- Ability to formulate and manage budgets, manage contributions and investments
- Strong IT skills
- Ability to lead implementation of new systems (business side), and influence behavioral/ attitudinal change
- Management and Leadership
- Leads projects teams effectively and shows conflict resolution skills
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Builds strong relationships with clients and external actors
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities

D. Required Skills and Experience

Education:

- Post Graduate in Econ/ Government Financial Management / Development Studies/ Public Policy/ MBA (Finance/ Macro)

Experience:

- Over 20 years of experience in the area of planning, designing, implementation, management and monitoring and evaluation.
- At least 20 years of experience in public sector with 15 years in the area of Public Financial Management.
- The position requires 5 years experience in training and or Research while Human resource management related experience is desirable
- Must have experience in leading organization(s)
- Experience in the usage of computers and office software packages, experience in handling of web based management systems is necessary.
- Government officials (retired or in-service) having above expertise/experience and qualifications may apply
- For outstanding candidates, some of the requirements may be relaxed.