

Job Description and Qualification for the Post of Director General (DG) of the Institute of Public Finance Bangladesh (IPF)

Location:	Dhaka, Bangladesh
Application Deadline:	31 July 2025
Type of Contract:	Service Contract
Post Level:	Management-I
Language Required:	Bangla and English
Expected Duration of Contract:	Two years


A. Background

The Institute of Public Finance Bangladesh (IPF) was established under the Finance Division, Ministry of Finance with a view to building a research and training hub that will help deepen the capacity of the Government in the fields of economics and finance. To fulfill this objective, the IPF regularly carries out high quality training on various issues including public financial management that has helped create a pool of skilled public finance managers across the Government. This skilled pool of human resources is now actively contributing to ensure effective synergy between the Ministry of Finance and other line Ministries in formulating and implementing economic and financial policies. In the near future, the IPF intends to carry out high quality research which will supply necessary directives for these policies. The Director General (DG) of the IPF, as the chief executive, will be at the center of all these activities and s/he will carry out all the activities of the IPF following the guidance and under the supervision of the General Council (GC) and the Executive Committee (EC) of the IPF.

B. Duties and Responsibilities

The IPF intends to recruit a qualified, experienced, dynamic and result oriented Director General to lead the organization, manage its staff, prepare and implement policies, strategies and plans to fulfill the Mission and Vision of the IPF. S/he will closely work with the Finance division (FD) under which the IPF is located. S/he will also collaborate with the line Ministries/Divisions, private sector, local government, non-government and civil society organizations. The core functions of the DG will include, but not limited to, the following:

- Overall operational management of the IPF following best international practices
- Design training modules according to the need of the FD and other line Ministries
- Ensuring quality research work carried out at the IPF on a regular basis
- Publishing the IPF Journal
- Strengthening partnerships with similar government and non-government organizations to build a network of research and training
- Transforming the IPF into a leading think-tank in the country
- Publishing monthly newsletters of the IPF
- Preparing annual report of the IPF
- Preparing annual procurement and training plans
- Liaising with the development partners including International Monetary Fund (IMF), the World Bank (WB), and the Asian Development Bank (ADB) to strengthen the capacity of the IPF as well as its stakeholders
- Organize high-level seminars, symposiums, dialogues and other similar events to disseminate and exchange ideas and thoughts on economics and finance
- Taking necessary steps to transform the IPF into a regional/global center of excellence



- Mobilize resources to strengthen the financial base of the IPF and make necessary financial plans for the IPF
- Maintaining accounts of the IPF following the best international practices and accounting standards
- Establishing a world-class campus of the IPF on its own land in Dhaka with modern research, training, conference, and residential facilities
- Liaising with the print and electronic media, as per directives of the GC and the EC of the IPF, to highlight activities and achievements of the IPF
- Providing the FD with the necessary support following the guidance of the GC and the EC of the IPF
- Any other tasks assigned by the GC or the EC of the IPF

C. Required Skills, Experience and Other Conditions:

Education:

- Minimum Post Graduate degree in Economics/ Finance/ Development Studies/ Public Policy/ Public Procurement/ Master of Business Administration from a reputed university
- Candidates with third division/class in any level of academic studies should not apply

Desired Experience and Skills:

- At least 20 years of experience in public financial management at the national or international level, including 3 years of dedicated engagement in project or program management
- At least one publication in a local or international journal
- Professional level competency in using Microsoft Office suit and at least one statistical software such as EViews, Stata, R etc.
- Experience of working in any reputed training or research institute

Age and Health

- Maximum 62 years of age as on 30.06.2025
- Full physical fitness is mandatory

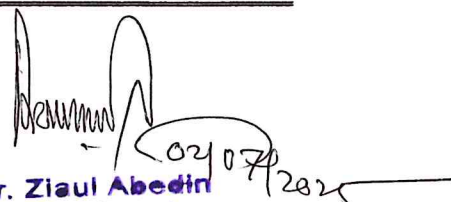
D. Interested candidates must submit the following documents:

- A detailed Curriculum Vitae (CV) with a recent passport-sized photograph
- Copies of all academic and professional certificates
- Proof of publication(s)
- A cover letter (maximum 2 pages) outlining the candidate's strength and suitability for the post of DG, IPF
- Documents certifying the candidate's experience and skills
- Copy of NID

Applications should be submitted by 31 July by email to:

Director General (Additional Charge)
Institute of Public Finance (IPF) Bangladesh
1st 12-Storeyed Govt. Office Building (7th Floor)
Segunbagicha, Dhaka
Email: dg@ipf.org.bd

Hard copies of required documents will be requested only if the candidate is selected for interview.


Dr. Ziaul Abedin
 Director General
 Institute of Public Finance Bangladesh (IPF)
 Finance Division, Ministry of Finance