

Helen Keller Intl Job Announcement

Country Director, Bangladesh (Dhaka, Bangladesh)

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities that are striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition, and clear vision, we help millions of people create lasting change in their own lives. Working in 20 countries – across Africa, Asia, Europe, and the United States – and together with a global community of supporters, we ensure every person has the opportunity – as Helen did – to reach their true potential.

We are currently seeking a Country Director (CD) in Bangladesh to represent Helen Keller, develop new programs, expand our programming and scale, and lead the country office and its programs in a manner that reflects our mission and values and ensures technical excellence in the delivery of all activities.

The CD provides strategic leadership and develops action plans that further the mission of Helen Keller and are locally appropriate in the Bangladesh context. They have overall responsibility for ensuring technical and operational excellence in the delivery of all activities in the country office portfolio to achieve the objectives established in grants and strategic plans, and actively working to expand funding for activities in line with Helen Keller's mission and local needs.

This is an international recruitment and local nationals are strongly encouraged to apply. This position is based in Dhaka with regular travel to project sites.

Country Program Overview

Starting in 1978 by promoting and implementing Nutrition programs, today, Helen Keller Bangladesh is implementing large scale food and health systems program work in Dhaka, Gazipur, Narayanganj, Manikganj, Comilla, Pabna, Bogura, Habiganj, Sunamganj, Cox's Bazar and the Chittagong Hill Tracts (CHT) through and with the government of Bangladesh, as well as national and international partners and NGOs, academic and research institutions, and the private sector.

Functional Relationships

The CD reports directly to the Regional Director, Asia, and leads the Country Management Team (CMT). They directly supervise a team of professional level staff, work closely with colleagues at all levels of Helen Keller's global management structure and may be called upon to participate in global working groups or steering committees.

Helen Keller has a matrixed reporting structure. Regular communication and a spirit of teamwork among colleagues, both hierarchically and laterally are essential to make this structure thrive.

Helen Keller's programs require close relations with governments, partner universities and NGOs, civil society organizations, private industry, donors, and UN agencies. The CD will represent Helen Keller at relevant external meetings.

Key Responsibilities

Overall Management and Leadership

Provide strategic vision and direction for overall program design, implementation, and proposal development; work closely with the country team to accomplish the strategic goals.

- Lead and oversee all aspects of the implementation of country programs and the management of the country office.
- Represent Helen Keller in formal and informal meetings with government officials, international donor agencies, and national technical advisory groups pertinent to Helen Keller project activities.
- Identify opportunities and generate funding from international and bilateral agencies, and donor agencies.
- Develop and nurture in-country donor relationships and identify potential partners to participate in joint proposals.
- Lead and prepare concept papers and proposals and provide other information as needed for submission to donors and others for fundraising and marketing purposes.
- Model collaboration for your matrixed team: effectively consult and inform colleagues to maximize efficiency and knowledge sharing and integrate guidance and direction from subject matter experts in your office and elsewhere in the global organization to maximize performance.
- Build a highly effective Country Management Team, recruiting, supervising, mentoring, and evaluating staff, and engaging in frequent performance conversations with team members.
- Delegate authority, consult with, and guide staff to achieve goals and contribute to an atmosphere conducive to professional growth and development.
- Ensure accountability to beneficiaries, partners, colleagues, and donors by providing ongoing feedback in a context of mutual respect.
- As a senior leader in the organization, participate in global working groups, the recruitment process of global colleagues and other activities, as requested.

Programmatic

Oversee and coordinate the program portfolio to ensure the highest level of project quality and accountability, while fostering continuity through building local capacity.

- Provide technical input to the government, international donors, and technical advisory groups pertinent to Helen Keller project activities.
- Ensure implementation of strong program monitoring, evaluation and learning functions.

- Oversee research design, methodology and dissemination of information needed to monitor and evaluate project activities and/or advance programmatic and policy changes.
- Disseminate findings from Helen Keller projects that are of importance to decision-makers in a position to fund or implement projects in Bangladesh and internationally.
- Keep the national partners and others informed about progress of the projects, plans for the development of new programs/projects/activities and donor involvement in the overall program.
- Ensure safeguarding measures are integrated into program design and implementation at all levels.

Operations and Finance

Provide oversight to finance and administrative services including procurement, property management, human resources management, vehicle and facilities management, and staff safety and security.

- Supervise all aspects of people management in the country office; including hiring and managing staff, leading initiatives to develop staff capacity, and cultivating a positive culture to promote team morale and retention.
- Work with global colleagues to manage the development and implementation of annual country budgets.
- Authorize expenditures for grant or contract allocations and ensure compliance with procedures required by grant or contract agreements.
- Ensure the accurate and timely submission of financial and narrative reports that comply with grant or contract agreements and ensure compliance with all aspects of donor funding and Helen Keller policies.

Required Qualifications and Competencies

- Minimum ten years of field experience in global/public health and/or nutrition programs including demonstrated experience in program management, including design, implementation, and evaluation, plus a minimum master's degree in public health, nutrition, development or related field, or equivalent combination of education and experience.
- Technical knowledge in an area related to Helen Keller's mission and programs.
- Experience managing all aspects of program and operations management with demonstrated experience and ability to:
 - lead program development and management, and strategic planning;
 - supervise key administrative, procurement, and logistics functions;
 - supervise financial management, develop and create budgets monitor financial status, and hold budget owners accountable;
 - manage compliance with diverse donor requirements;
 - integrate safeguarding measures;
 - supervise safety and security in a challenging operating environment; and
 - lead and manage people.
- Demonstrated ability to:
 - undertake high-level representation and advocacy; and
 - mobilize program funding including donor cultivation and write proposals.
- Experience working in Bangladesh, with Ministries, international and local NGOs, and donors based locally, is a substantial asset.

- Familiarity with and experience promoting health systems strengthening and ensuring the sustainability of program activities in developing contexts is strongly desired.
- Experience in designing and implementing workshops, seminars, surveys, monitoring systems, and evaluations. Experience in research design, data analysis, and interpretation.
- Excellent interpersonal and communication skills, including an ability to effectively lead a team, communicate a vision, make timely and transparent decisions, and manage conflict.
- Very good oral and written English language skills, including the ability to quickly synthesize complex technical and programmatic issues into concise communications.
- Well-established and practiced organizational and planning skills;
- Computer literate in use of word-processing, spreadsheet and statistical software.
- Collaborative, flexible and solution-oriented. An ability to maintain balance when under stress.
- Ability and willingness to:
 - flex work hours to accommodate multiple time zones, as needed.
 - travel within Bangladesh and, periodically, internationally.
- Demonstrable respect for all persons regardless of religion, ethnicity, class or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional ethical standards.
- Personal commitment to Helen Keller’s mission and goals and the values embodied by our namesake and co-founder: courage, integrity, rigor, and compassion.

The initial employment period is for two years with the possibility of renewal.

To Apply

Qualified candidates should submit a cover letter and resume to hki.recruitment@hki.org. Applications will be accepted until the position is filled.

In the spirit of our founder and namesake, Helen Keller is dedicated to building an inclusive workforce where diversity in all its forms is fully valued.