



**Partners in Population and Development (PPD)  
A South-South Initiative**

Title:	Executive Director
Reporting to:	Chair of the Board
Immediate Supervisor:	Board Member, Host Country (Bangladesh)
Duty Station:	Dhaka, Bangladesh
Grade:	International Professional
Starting Salary:	US\$ 86,163 per annum (negotiable) + house + car with driver + other benefits
Probationary Period:	Six Months
Contract Duration:	Three years initially including the probationary period and renewable subject to satisfactory performance.

**JOB DESCRIPTION:**

Partners in Population and Development (PPD), an Intergovernmental Alliance of 26 developing countries drawn from across major continents, are seeking to recruit the Executive Director (CEO) of PPD. The incumbent should be an internationally acclaimed population or public health professional with demonstrated expertise in promoting South-South Cooperation in the areas of Population and Development, Family Planning, Reproductive Health, including pertinent programs in the developing countries. He/she should also be responsible for overseeing the governance activities, design and implementation of the SSC programs and management of the PPD Secretariat based in Dhaka, Bangladesh. His responsibilities will be strictly in compliance with the policies approved and decisions made by PPD Governing Board. The Executive Director is also responsible for mobilizing financial resources for defraying core expenses and implementation of program activities in the member countries. Resource Mobilization would be considered as one of the Key Performance Indicators of the Executive Director.

He/she should have demonstrated record of setting clear standards for accountability, probity, value for money, risk management and zero tolerance to fraud and corruption; for ensuring sound and transparent financial management; and delivering continuous improvement in the organizational impact, efficiency and effectiveness of PPD institutional system-wide results. He/she should be more competent in intellectual leadership of creativity and proven ability to propose new ideas and lead new ways of working with countries for tangible advancement

in the areas of population and development, family planning and reproductive health.

The purpose of PPD in a nutshell is to create a more effective mechanism through which developing countries can share the wide range and depth of their successful experience in the field of population and development, and reproductive health. The responsibilities of the Executive Director are further elaborated in the Key Responsibilities below including the Vision, Mission, Goals and Objectives of the organization and the decisions of the Executive Committee and the Governing Board.

## **RESPONSIBILITIES:**

### **Primary Function of the Position:**

The Executive Director will head the PPD Secretariat and report directly to the Chair of PPD Board. Since PPD Secretariat is based in Dhaka, his immediate supervisor will be the Host Country Board Member of Bangladesh. The PPD Board is composed of Ministerial level representation from the 26 member countries. Under the overall guidance of the PPD Board, the Executive Director is responsible for mobilizing political and financial commitments of the member countries for the organization and implementation of South-South Cooperation activities. The Executive Director is also responsible for mobilizing international recognition, commitment and resources for PPD and South-South Cooperation towards implementing Reproductive Health, Population and Development programs in the Member countries and other developing countries.

### **Key responsibilities and performance indicators:**

*The key responsibilities and performance indicators of the Executive Director are, but not limited to, the following:*

1. Leading the formulation of the Strategic Plans, Strategic Business Plan, Annual Work Plans, periodical activity plans and oversee their implementation, in compliance to PPD's Founding Mandate, Vision, Mission and Objectives and Decisions of the Governing Board and the Executive Committee.
2. Setting clear standards for accountability, probity, value for money, risk management and zero tolerance to fraud and corruption; ensuring sound and transparent financial management; and delivering continuous improvement in the organizational impact, efficiency and effectiveness of PPD intuitional system-wide results; contributing to the management and accomplishments of South-South Cooperation at the national, regional, and international level with strong resource mobilization; working harmoniously in a multi-cultural team and establishing harmonious and effective working relationships both within and outside the organization; inspiring, encouraging, building trust and confidence and also building consensus, stimulating effective campaigns and driving collective action among a broad spectrum of people and organizations;

3. Overseeing the application of the PPD's mandates and policies and their translation into inter-country programs, projects and regional activities leading PPD's South-South Cooperation program implementation process.
4. Strategic and financial planning and organizational development in positioning PPD as an inter-governmental organization with comparative edge in South-South Cooperation in the field of reproductive health, population and development.
5. Directing the organization's programs, operations and its resources in catalyzing and facilitating the South-South Cooperation, leading the design and approval of programs and projects and ensuring necessary support for their implementation.
6. Mobilizing adequate financial, technical and political resources from developed and developing countries and strengthening technical and financial collaboration with United Nations, other donor agencies, governments and multi-bilateral organizations towards promotion of South-South Cooperation among the Member countries and other developing countries.
7. Assuming complete responsibility towards ensuring appropriate enforcement of all the administrative, financial and personnel policies and procedures of PPD.
8. Overseeing the organization of PPD Governance Meetings (the Board, Executive Committee and PCC Meetings), Advisory Committee Meetings (Program and Finance Committee), Strategic International Inter-ministerial Dialogue on South-South Cooperation on Population and Development, other thematic seminars and conferences, in consultation with PPD Chair, translating and implementing the decisions of the PPD Board into the programs and activities.
9. Submission of appropriate periodical activity, achievements and financial reporting to the Chair of PPD Board and Executive Committee.
10. Conducting advocacy, visibility and networking campaigns for enhanced South-South Cooperation in reproductive health, population and development through high level consultations with governments and international communities, representation at national, regional and international forums through thematic presentations and other form of interventions.
11. Increasing visibility in the Member states for enhanced country level commitments, development of institutional mechanism, policies and programs for accelerated South-South Cooperation in reproductive health, population and development.
12. Building strong and effective Strategic Partnerships with Regional and International Alliances such as BRICS, African Union and Parliamentary Forums etc.

13. Strengthening PPD Observer Mission to the UN in New York transforming the office into a self-sustained entity and ensuring accelerated benefits to the organization and member countries through sustained and constructive engagement with different UN entities and affiliates including UNFPA and UN Secretary General's Executive Secretariat. Effective utilization of the New York Office in establishing and strengthening collaborative relationship with various UN Agencies, international organizations, and foundations for resource mobilization.
14. Expanding the constituencies of PPD by recruiting new countries as members considering balanced geographical representation
15. Performing other duties as directed by the PPD Board.

### **Executive Director's Traits and Characteristics**

The Executive Director understands and embraces PPD's unique mission and mandate, being sensitive to and supportive of the needs of its diverse constituencies such as member countries, other developing countries and related institutions in the member countries, multiple stakeholders like Board Members, Partner Country Coordinators and Staff Members of PPD. This requires an individual with superior interpersonal skills who will be an open, communicative, self-conscious and confident professional who brings creativity, vision, energy and stability to the position. The Executive Director shall demonstrate maturity, listen actively and be an experienced team player who fosters individual respect and consultative spirit in an environment that distills ideas, clarify issues and exhibit intellectual depth and pragmatic /programmatically know-how.

The individual shall also demonstrate integrity and leadership that establishes a compelling purpose for furthering the organizational culture of the community and region for whom the result of the collaborative effort is more important than the ownership of ideas. This kind of leadership must possess strong verbal and written presentation abilities, futuristic thinking, consensus oriented management, impartial, effective decision making, strategic thinking and tactical pragmatic implementation of programs.

The Executive Director shall have exceptional organizational and management skills that maximize functions of the Board and Staff. The ability to plan, set goals and objectives, organize, follow through, manage risks and measure results. An excellent knowledge of budgeting, fund mobilization and development and non-profit performance are critical. The Executive Director should be a model of fairness and have highest ethical standards and earnestly compliant to the organizational Code of Conduct. Compassion, dedication and enthusiasm are also key attributes. The Executive Director should accomplish goals through motivation, constructive engagements and delegation of authority.

### **Qualifications, Experiences and Skills Required:**

A PhD degree in social, population and development studies and/or in public health sciences, or a medical doctor with post-graduation degree in the related field.

1. At least 15 years of practical working experience in the relevant fields and a minimum of five years' experience in a senior management position with Inter-Governmental and/or Multi-Bilateral Organizations, promoting South-South Cooperation.
2. At least five years resident experience in developing countries heading similar organization with exceptional track record of resource mobilization, project/program implementation through South-South Cooperation in the fields of Reproductive Health or Population and Development.
3. Demonstrated knowledge of reproductive health, population and development issues and services as envisaged in the ICPD Program of Action, Sustainable Development Goals (SDGs) and similar regional and international instruments.
4. Demonstrated track record of success in mobilizing resources from multiple type of donor agencies, governments and development partners.
5. Excellent communication, negotiation and diplomatic skills. Experience in policy dialogue and communication with high-ranking government officials and international community leaders.
6. Good managerial skills, including financial, administrative and personnel management.
7. Experience of organizing and managing major national, regional and international forums and events.
8. The candidate should be proficient in English. Fluency in French language is an advantage.
9. IT Skills with expertise in Word Processing, Spread sheet Analysis, PowerPoint, Email, Internet and different Social Media is essential.