Partners in Population and Development (PPD)
An Intergovernmental Organization with UN Permanent Observer Status
Dhaka, Bangladesh

Title:	Executive Director
Reporting to:	Chairperson of the Board
Immediate Supervisor:	Board Member, Host Country (Bangladesh)
Duty Station:	Dhaka, Bangladesh
Grade:	International Professional
Salary:	US$ 86,163 per annum (negotiable) + house + car with driver + other benefits
Contract Duration:	Three years (renewable)

JOB PURPOSE

To advance the mandate of Partners in Population Development to improve the quality of life of people through sustained advocacy, capacity building, networking, knowledge and experience sharing and transfer of technology in the field Population and Development within the framework of South-South Cooperation.

To provide overall effective and efficient strategic management of the PPD Secretariat.

To manage and lead the PPD Secretariat through which developing countries can share the wide range and depth of their successful experience in the field of population and development within South-South cooperation.

A. KEY RESPONSIBILITIES

C.1 Overall management and administration of the PPD Secretariat through strategic leadership, policy development and governance.

C.2 Oversee the development and implementation of PPD's, strategies, policies, programme design and implementation of the South-South Cooperation programs, projects and regional activities of the South-South Cooperation agenda in line with the PPD mandate.

C.3 Mobilize resources (financial, technical and political support) from developed and developing countries and strengthening technical and financial collaboration with Governments, United Nations bodies, donor agencies, international organizations as well multilateral organizations.

C.4 Conduct advocacy, outreach, marketing and networking campaigns as well as strategic stakeholder management for the enhancement of South-South Cooperation in the field of population and development.

C.5 Build strong and effective strategic partnerships with regional and international alliances. (Including but not limited to BRICS, African Union Commission, UN Agencies, and Indian Ocean Rim Association (IORA) amongst other international organizations and foundations).

C.6 Oversee the arrangements of PPD's Governance meetings, dialogues, conferences and seminars.

B. INHERENT REQUIREMENTS OF THE JOB

D1.	Knowledge	• Demonstrated knowledge of reproductive health, population and development issues and services • Understanding of PPD's mission and mandate. • Resource mobilization • Organizing and managing major national, regional and international forums and event.
D2.	Skills	• Project management skills. • Tactical pragmatic programme implementation skills. • People management and empowerment skills. • Verbal and written presentation skills. • Communication skills in English. (Fluency in French language will be an added advantage) • Coordination skills. • Planning and organizing skills. • Stakeholder management skills. • Negotiation skills. • Diplomatic skills. • Computer literacy. • Business ethics skills. • Strategic capability and leadership skills. • Client orientation and customer focus skills. • Financial management skills.
D3.	Personal Attributes	• Accountability • Zero tolerance to fraud and corruption • Sensitive to and supportive of the needs of its diverse constituencies. • Superior interpersonal skills • Trustworthiness. • Integrity. • Confident professional • Diplomacy. • Futuristic thinking • Compliance. • Impartial • Ability to work in a team • Creative and innovative. • High ethical standards • Compassion, dedication and enthusiasm

D4.	Education and Experience	• MA Degree in Business Administration / Economics/ Social Sciences/ Humanities Population and Development Studies. • At least 15 years of relevant professional experience in the population and development field in a developing country, of which 8 years' experience must be in a senior management position. • Demonstrated experience in resource mobilization at an international level. • Demonstrated expertise in promoting South-South Cooperation in the areas of Population and Development in the developing countries. • Ability to influence in policy and development in international fora.

E. AUTHENTICATION

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SIGNATURE OF INCUMBENT ***SIGNATURE OF SUPERVISOR***
DATE: ***DATE:***