

Name of Project/Department : Credit Support Programme (CSP); Microfinance program of NDP.

Name of Post : Assistant Director-Micro Enterprise Financing (AD-MEF) ;

(The abusers of children, adolescent, youth, women, aged people, person with disability and people with ethnic community need not to apply)

Number of Vacancies: 1 (One)

Job responsibilities:

Overall or primary responsibility: As a “Chief Microenterprise Financing Officer-CMFO” under Credit Support Program (CSP) of the organization the position is responsible for operating and managing the head office based MEF-Cell by implementing the relevant policy/procedures of the programme and the organization as well.

Specific duties and responsibilities

a. General management :

- Starting up the head office based “Micro-Enterprise Financing Cell (MEF-CELL), designing & planning of its activities and operating field level Micro-Enterprise Financing-MEF under Credit Support Program (CSP) of NDP;
- Develop the existing relevant policies of MEF components and introduce new on if required;
- Organize and field level (Branch/Area) office set-up for plan based expansion and development of MEF;

b. Development of Cluster based Micro-entrepreneurs :

- Developing a Value Chain approach Microenterprise Financing system considering the Backward & Forward linkage entrepreneurs/stakeholders need;
- Preparing a cluster based entrepreneurs list within the CSP working area and planning for development;
- Identifying more potential women entrepreneurs and develop them for MEF;
- Creating an environment of widespread social recognition of the entrepreneurs;
- Advocacy to remove administrative complications in entrepreneurship;
- Facilitating cluster-based small enterprises to enjoy the benefits of economies of scale by expanding common services;
- Encouraging entrepreneurs that can create wage-based employment in addition to self-employment;
- Initiating Joint Credit for expansion of common services that will impact the ME cluster positively for their growth and sustainability;

c. Capacity development of the Micro-Entrepreneurs :

- Conducting social, economical, technical, commercial, environmental and institutional assessment of potential entrepreneurs and identifying their weaknesses for developing plan of action to minimize;
- Analyzing the constraints of the entrepreneurs and provide them support to overcome;
- Organizing capacity development training of the entrepreneurs in regards of start-up new entrepreneurs and development of existing one ; on entrepreneurship development and management, financial management & book keeping of the entrepreneurs, risk management, product diversification, market promotion etc.;
- Ensuring adequate financing; start-up capital, working capital, lease financing, financing for new technology and common services etc.
- Developing capacity for legal entity, financing for alternative source, safe product and market promotion;
- Providing capacity development skill on production safe and environment friendly products, licensing, branding, packaging and marketing;
- Development capacity of waste management for ensuring healthy environment for the workers.

d. Personnel management :

- Recruiting/onboarding/deploying quality human resources for quality portfolio management;
- Assessing need of the personnel and provide capacity development orientation, training, refreshers and exposure;
- Developing capacity of the personnel on identify and prevention/overcome of the potential risks involved in enterprises and MEF as well;
- Preventing staff dropout by developing capacity and supportive supervision and motivation;
- Regular staff evaluation and retain quality staffs by recognizing performance and providing reward;
- Building an exclusive MEF team with strong commitment through dynamic leadership.

e. Portfolio management :

- Micro Enterprise Financing-MEF is a financing initiative under Credit Support Programme-CSP of NDP so it must have untarnished delinquent free portfolio in number, quantity, quality as a chief the position is responsible to maintain it steadily so that it could be run with profitable;
- Removing unexpected/unforeseen barriers and ensuring adequate lending considering the capacity and need of the MEFs so that it can be managed smartly.
- Supervising of MEF management, loan utilization, ratio analysis of portfolio quality, financial reporting and post loan monitoring; delinquency management and post facto review of credit facilities.

f. Risk management :

- Identifying the major risk, hazard and constraints involving with the entrepreneurs and the MEF as well and take action plan and provide ensure necessary support to minimize the risks;
- Identifying and analyzing lending risk and ensuring quality delinquency management.

g. Safeguarding : Implementing NDP-safeguarding policy by indentifying risk, initiating risk preventive measures, minimizing risks and address all forms of safeguarding issues within all corners of the program efficiently;

h. Monitoring & Supervision :

- Establishing strong monitoring mechanism from the programme side to the MEFs for operational and financial sustainability;
- Establishing dynamic monitoring system for MEF program management with quality portfolio, profitability and sustainability.

i. Liaison and coordination : The position must have to maintain a good liaison and coordination among the entrepreneurs, value chain stakeholders, program staffs, program supervisor/s, organization relevant management and other organization involved with the program.

j. Reporting & Documentation :

- Ensuring regular daily/weekly/monthly/quarterly/yearly monitoring, progress and financial report for program, NDP and other organization/s involved with the program;
- Exploring best achievements and best practices of the program and disseminating widely within the program.
- Collecting success stories and archiving for further potential use.

Educational Requirement: MBA with specialization in Finance, Marketing, Operation; or Master's Degree in Management, Economics with good academic record from any reputed University in Bangladesh is required.

Experience Requirement : Minimum 12 years experience in senior managerial level position in any reputed Micro-finance organization in Bangladesh with minimum 5 years practical experience as team leader of Micro-Enterprise Financing-MEF team over 200 staffs.

Additional Job Requirements:

- Excellent knowledge on Micro-Enterprises in Bangladesh;
- Must have excellent interpersonal and organizational skill with strong leadership & management capability and ability to work with all level ;
- Possess negotiation, conflict management skills ;
- Ability to implement and manage system oriented micro-financing and MEL;
- Must be able to work independently while also thriving as a team player
- Strong computer skill with MS Office, Excel, email, internet, Google Docs, Spreadsheet and online databases
- Skill on training and workshop facilitation
- Fluent both in English & Bangla with reading and writing skill;

Age limit : Maximum 40 Years; (In case of highly qualified candidate age limit may be flexible up to 45 years.)

Salary Range : Consolidated (including all) salary will be Tk. 80,000/= (Eighty Thousand) only per month during the probationary period of 6 months. After successful completion of probationary period salaries will be fixed as per pay structure or pay scale with admissible other benefits; like- provident fund, gratuity and festival bonus etc. defined in organization's HR policy.

Job Location: The position shall be located at NDP Head Office, Bagbari, Shahid Nagar, Kamarkhanda, Sirajganj-6703 with frequent field visit all over in NDP working area.

Applying instruction: Requested to send the CV with a forwarding letter to sumaia@ndpbd.org; ndphrd.bd@gmail.com by 2nd of March 2023 or requested to send the CV with a forwarding along with 2 passport size color photograph, copies of educational and experience certificates, relevant documents, national ID card, certificate of nationality from Poursava/UP and others addressing to the Executive Director, National Development Programme-NDP, Kazi Motiar Rahman Road, Masumpur, Sirajganj or P.O. Box No. 2 by 2nd of March 2023. Please clearly state the name of the position applied for on the top of the envelope. **The circular is also be available on www.ndpbd.org**

Only the short-listed candidates will be called for interview

Company Information:

National Development Programme (NDP)

Address: NDP Bhaban, Bagbari, Shahid Nagar, Upazilla : Kamarkhand, District: Sirajganj-6703; web : www.ndpbd.org

Business: NGO