

Position: Executive Director

UDDIPAN, a partner organization of PKSf, registered with the Department of Social Services of the Government of the People's Republic of Bangladesh (Registration No. Dha-01914), certified by the Microcredit Regulatory Authority (MRA Certificate No. 00123-00848-00003) and registered with the Registrar of Joint Stock Companies and Firms (Registration No. S-4243(345)/04) & NGO Affairs Bureau (Registration No: 286) invites applications from qualified Bangladeshi citizens for appointment to the position of **Executive Director**, subject to the following terms and conditions.

Job Purpose

- The Executive Director will provide visionary leadership, strategic direction and overall executive management of UDDIPAN, ensuring achievement of its Mission, Vision and strategic goals.
- The Executive Director will lead the organization's development programs, microfinance/financial services, nationwide operations, institutional development and organizational transformation, ensuring sustainable growth, financial and operational sustainability, strong governance, accountability, transparency and measurable impact.
- The Executive Director will translate the organization's strategic direction into a clear action plan, annual targets, measurable KPIs and effective execution, while building a capable, motivated and accountable leadership team.

Key Responsibilities

A. Strategic Leadership & Action Planning

- Provide visionary leadership and develop/implement Strategic and Annual Action Plans with clear targets, KPIs and measurable outcomes.
- Ensure effective execution, timely decision-making and achievement of organizational goals.
- Lead growth strategies, innovation and continuous improvement, challenging inefficient or outdated practices.

B. Operations & Program Leadership

- Oversee UDDIPAN's nationwide Microfinance, Development Programs and support operations, ensuring efficiency, effectiveness, quality and accountability.
- Guide Program Heads and strengthen field-level supervision, coordination and performance.
- Undertake regular field visits to understand operational realities and ensure quality implementation and monitoring.

C. Microfinance & Financial Services

- Lead sustainable portfolio growth, financial inclusion and quality financial services.
- Strengthen microfinance operations, productivity, and service quality and portfolio management.

- Promote new products and services, particularly for underserved and rural communities.

D. Financial Management & Sustainability

- Ensure financial sustainability, sound budgeting, cost efficiency and effective resource utilization.
- Oversee financial performance, management reporting, MIS and audit responses.
- Strengthen operational efficiency, productivity, and long-term organizational sustainability.

E. People & Leadership Development

- Build a capable, motivated and accountable leadership team through effective recruitment, capacity building and performance management.
- Strengthen field-level leadership and develop a strong second-line leadership and succession pipeline.
- Promote a staff-friendly, performance-oriented, and ethical organizational culture.

F. Policies, Governance, Risk & Compliance

- Lead organization-wide policy and institutional reforms to ensure that UDDIPAN continuously evolves with changing economic, technological, regulatory and operational realities.
- Ensure strong governance, internal control, risk management, transparency and accountability.
- Ensure compliance with applicable laws, regulations and requirements of relevant authorities and regulators.
- Maintain high standards of integrity, ethics and organizational accountability.

G. Resource Mobilization & Strategic Partnerships

- Lead fundraising and resource mobilization for sustainable organizational growth and development programs.
- Build strategic relationships with PKSF, banks, financial institutions, donors, government and development partners.
- Explore new partnerships, funding opportunities and institutional collaborations.

H. Digital Transformation & Innovation

- Promote practical use of MIS, digital tools, automation and responsible use of AI to optimize manual work, save time, improve productivity and support faster decision-making.
- Lead technology-enabled organizational improvement while ensuring practicality, affordability and sustainability.

I. Stakeholder & Board Relations

- Maintain effective relationships with the Boards, Government, regulators, donors, partners and other key stakeholders.

- Report regularly to the Board on organizational performance, financial position, risks and strategic progress.
- Represent UDDIPAN in important national and international forums.

Candidate Requirements

- The candidate's age should not exceed 55 years as of the application deadline. However, the selection board may consider candidate with higher age (not exceeding 57 years) if they find him adequately proficient and fit for the position.
- Master's degree in Economics/Finance/Business Administration/Management/Development Studies/Social Sciences or relevant discipline with minimum second class.
- Minimum 15 years of professional experience, including active engagement in significant senior management/leadership positions.
- At least 5 years of senior-level experience (as CEO, Executive Director, Director or equivalent leadership position) in any reputed NGO/development organization is preferred.
- Knowledge on microfinance operations, portfolio management, financial sustainability, risk management and MIS/data-driven management will be highly desired.
- Strong people leadership, business planning, governance, change management and organizational transformation capabilities.
- Excellent communication, negotiation, analytical and decision-making skills.

Core Attributes

Integrity | Visionary Leadership | Strategic & Business Planning | Execution & Result Orientation | Microfinance & Operational Leadership | Financial & Risk Management | People Development | Governance & Accountability | Resource Optimization & Partnership | Change & Transformation Management

Job Location: UDDIPAN Head Office, Dhaka

Salary: Negotiable

Other Benefits

In addition to the salary, the selected candidate will be entitled to allowances and benefits in accordance with UDDIPAN's Policies and Procedures.

Special Note:

- UDDIPAN reserves the right to accept or reject any application without assigning any reasons whatsoever.
- Any persuasion will be treated as disqualification.