



PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

PKSF Bhaban, E-4/B, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207

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ADVERTISEMENT FOR THE POST OF MANAGING DIRECTOR

Palli Karma-Sahayak Foundation (PKSF), an apex development organization, was established by the Government of Bangladesh (GoB) in May 1990 for sustainable poverty reduction through employment generation. PKSF is an association not for profit within the meaning of Section 26 of the Companies Act, 1913 (as amended by the Companies Act, 1994). Its interventions focus on self-employment, income generation and poverty alleviation of the poor and the underprivileged people. PKSF channels appropriate financial and non-financial services through a vast network of its Partner Organizations (POs), mainly Non-Government Organizations (NGOs), to the intended groups of people at the grassroots. It ensures intensive supervision and renders consultancy services for building specially designed financial institutions for the poor.

Key Responsibilities

The Managing Director is the Chief Executive Officer of PKSF and works under the policy direction of its Governing Body. S/he is responsible for the management of the affairs of PKSF and plays a leading, innovative role in the management and expansion of the activities of PKSF. The major job responsibilities of the Managing Director include the following tasks:

1. To ensure proper administration of the affairs, the funds and the resources of PKSF;
2. To draw, endorse, sign, accept, negotiate, and hand over all cheques, bills of lading, drafts, orders, bills of exchange, promissory notes and other negotiable instruments as may be required by and be in the interest of PKSF;
3. To secure the fulfillment of any contract, agreement or engagement entered into by PKSF by mortgage or charge of all or any of the properties of PKSF from time to time or in such manner as s/he may think fit in the interest of PKSF;
4. To appoint and, at his/her discretion, remove or suspend the employees of PKSF;
5. To prescribe the duties of all employees of PKSF;
6. To institute, conduct, defend or abandon any legal proceedings by or against PKSF; and
7. To exercise supervision and disciplinary control over the work and the conduct of all employees of PKSF.

Key Qualifications

1. The candidate is expected to have an excellent academic background with at least a master's degree from any reputed university with at least two first divisions/classes in the academic career. Having a third division/class at any stage of education is not acceptable.
2. The candidate should be a Bangladeshi national with at least 25 years of professional experience in the field of finance/economics/development including rural development and poverty alleviation.
3. S/he should have knowledge of and experience in macroeconomics and microeconomics, high-level administrative and management capabilities, abilities to maintain liaison with different ministries of the Government of Bangladesh and capabilities of effectively conducting international communication.
4. The candidate must have demonstrated leadership qualities and excellent organizing, analytical, negotiating and problem-solving skills.
5. The candidate is also expected to have a proven record of work experience of leading organizations in any of the above-mentioned fields. Necessary proof of experiences/ testimony must be attached with the application.
6. S/he must have strong grasp of the use of technology in the operation of day-to-day task;
7. The candidate must have interpersonal communication and collaboration skills to work with cross function teams;
8. The Candidate should not exceed 63 years of age on the last date of application (only the certificate of SSC/equivalent examinations will be considered as the proof-of-age document).

Emoluments

Monthly basic salary Tk 1,82,000/-; house rent 60% of the basic salary; medical allowance Tk 3,000/-; hospitality allowance Tk 7,500/-; housekeeping and service allowance Tk 11,500/-; education allowance Tk 1,600/- for each child (not exceeding two children); a full-time transport with driver, provident fund, gratuity fund, pension fund benefits and other fringe benefits & allowances as per existing policies of PKSF. Applicable income tax will be deducted from the Managing Director's emoluments at source. These conditions may be revised by the Governing Body of PKSF from time to time.

The Appointment will be made on a contract basis for an initial period not exceeding 3 years, subject to annual evaluation of performance by the Governing Body of PKSF.

Interested candidates that fulfill the requirements/qualifications should submit online application through PKSF website: <https://recruitment.pksf.org.bd/> by **21 October 2024**. In addition, a printed copy of the application along with a curriculum-vitae and other necessary documents in a sealed envelope must be delivered at the following address by no later than **22 October 2024** through registered post. Candidates who currently have employment must apply through their proper institutional channels.

Only short-listed candidates will be contacted. PKSF is an equal opportunity employer. Any kind of unsolicited recommendation will be viewed negatively. PKSF reserves the right to cancel this advertisement without assigning any reason whatsoever.

Convener, Search Committee
for the Appointment of Managing Director, PKSF