



PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

Terms of Reference (ToR) for the Post of 'General Manager'

1.0 Background:

Palli Karma-Sahayak Foundation (PKSF) was established by the Government of Bangladesh in 1990 as an apex organization for poverty alleviation through employment generation. Since its inception, PKSF has been implementing various programs and projects for poverty alleviation through its Partner Organizations (POs). PKSF established Integrated Agriculture Unit as its mainstream program in June 2013. Its objective is to extend sustainable agricultural technologies and capacity building supports to the doorsteps of the farmer with a view to increasing farming productivity and ensuring food security of the country. This Unit enables the farmer to gain access to resources necessary for boosting crop production, livestock and fisheries. Accordingly the Agriculture Unit has designed its work plan and implementation strategy for the crops sub-sector. As an integral part of PKSF this Unit is working within the purview of the financial and administrative capacity of PKSF as a supplementary and additional service provider of the Government.

Hence, PKSF is seeking a qualified candidate for the post of **General Manager** to lead the activities of the Integrated Agriculture Unit of PKSF and provide the technical support for the above-mentioned agriculture based programs.

2.0 Eligibility Criteria:

2.1 Educational Qualifications and Skills:

- The candidate must have an Under Graduate Degree (Hons) or equivalent degree in Agriculture and Post Graduate Degree or equivalent degree in Agronomy/Genetics and Plant Breeding from any agricultural university recognised by the University Grants Commission of Bangladesh. The candidate must have at least three first classes/divisions or equivalent CGPA in her/his academic career. Third Class/Division will not be accepted at any stage of the academic career. Candidates with PhD degree from any recognized university will be given preference.
- S/he must have at least 15 research publications in peer reviewed international journals on relevant fields.
- S/he must have the ability to prepare various technical publications on agriculture.
- S/he should have strong communication and report writing skills in English and Bengali, and should have excellent skills in presentation.
- S/he should be well versed with computer skills such as: MS Office, Google Drive, Spreadsheets, Email, Presentations, and Social media.



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2.2 Experience and Other Requirements:

- S/he must have at least **25 years of experience** in Agronomy/Genetics and Plant Breeding in national/international agricultural research/educational institutions.
- S/he must have the experience of serving as an expert in preparation of various technical publications on agriculture.
- S/he should have outstanding leadership, communication, presentation, analytical and organizational skills including the proven ability to lead a multi-disciplinary large and diverse team.
- S/he should be highly motivated, problem-solver, innovative, and should possess a strong sense of integrity.
- S/he should have experience in designing and implementing multi-dimensional projects in agriculture sector.
- S/he should have the ability/experience to play an important role in obtaining the necessary agricultural services by closely coordinating with relevant departments and directorates of the relevant ministries and various national as well as international institutions.
- S/he should have updated knowledge and understanding of socio-economic and cultural environment of the working area, disaster and climate resilience, gender equality, disability inclusion, and development context of Bangladesh.
- S/he must be able/willing to travel to the hard-to-reach areas of the country.
- Working knowledge in crop, livestock and fisheries sectors will be an advantage.

2.3 Age:

Minimum 54 years to maximum 58 years.

3.0 Salary:

Basic pay under PKSF's Pay Structure 2018 is **Tk.1,39,000/- (One lac Thirty Nine Thousand)**. Apart from this, 60% of the basic salary as house rent allowance, medical allowance and benefits, provident fund, entertainment allowance, festival allowance, group insurance, education allowance for children, house building loan, car loan, car maintenance allowance, encashment of earned leave and other benefits will be provided as per PKSF Service rules.

4.0 Duty Station:

The position is based in Dhaka, Bangladesh with extensive field visits (at least 50% time).



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5.0 Nature of Recruitment:

As per the PKSF Service Rules-2014, the probation period for this post will be for 1 (one) year. This post will be made permanent after the probation period subject to satisfactory performance and good conduct.

6.0 Key Areas of Duties, Accountability and Responsibilities:

- Develop strategies and action plan for the field level implementation of the agricultural, fisheries and livestock-related development activities of PKSF;
- Lead and supervise the activities of the Integrated Agriculture Unit;
- Develop and implement the annual work plan and budget of Integrated Agriculture Unit (IAU) of PKSF in light of the different national policies and regulations; national development blue-prints, government goals, strategies; and priorities related to agriculture, fisheries, and livestock sectors of Bangladesh;
- Provide technical support to the agriculture-related activities of the different projects carried out by PKSF;
- Establish linkage with relevant academic institutions, research and extension organisations for appropriate farming technologies;
- Enhance effective measures to achieve the targets and the indicators of the Sustainable Development Goals (SDGs) related to agriculture, fisheries and livestock production and their availability, access and utilization;
- Facilitate financing and extension services for establishing different types of crops, fisheries, and livestock based on agro-ecological zones;
- Develop integrated production management for crop diversification and integrated crop-fisheries and livestock production;
- Support increasing national effort towards agricultural growth and reducing post-harvest loss;
- Identify and implement integrated agricultural practices that can withstand a variety of environmental stresses, such as salinity, flood, drought, waterlogging, cold, heat and eventually mitigate the risk of climate change;
- Support the Partner Organizations (POs) in establishing value chain for crop, fisheries and livestock based farming activities along with market access;
- Introduce precision agriculture and nanotechnology and appropriate use of genetic technologies in crops, fisheries and livestock production;



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- Introduce specialised agriculture, fisheries and livestock-based activities in Coastal Areas, Haor and Wetlands, Hilly Areas, Barind Regions and Char Lands;
- Introduce Good Agricultural Practice (GAP), Good Aqua cultural Practice (GAqP) and Good Animal Husbandry Practice (GAhP) at the farmer's field to ensure environmental protection, safe food production and certification;
- Explore new areas of collaboration and scope of work with government/non-government entities;
- Undertake Result-Based Monitoring (RBM) system to monitor the progress of Integrated Agriculture Unit's activities and take necessary measures to correct any deviation (s);
- Formulate projects to address agriculture, fisheries and livestock-related challenges and implement the projects at the field level;
- Train officials of Integrated Agriculture Unit on new/advance agricultural technologies/knowledge for their dissemination at field level;
- Publish crop, fisheries and livestock, related technical bulletins, including progress reports of the Integrated Agriculture Unit;
- Organise meetings, workshop, seminars and symposiums related to agriculture at national and international levels; and
- Perform any other tasks assigned by the PKSf management.

7.0 How to Apply

Apply online via PKSf's website: www.pksf.org.bd