



Name of Position: Manager, Board and Governance (Re-Advertisement)

Number of Vacancy: 01

Nature of Job: Fixed Term Contract

Job Location: Head Office, Dhaka

Application Deadline: December 06, 2022

Job Purpose: Manager, Board and Governance is responsible for corporate governance structures, policies and procedures that support the work of UCEP Bangladesh's Board of Governance and its Committees. This position coordinates and facilitates board related works of all internal stakeholders who also play a role in supporting the work of the Board and its Committees in line with UCEP Bangladesh's Values, Vision, Mission and Goals and relevant country laws. In addition, this position ensures that organizational legal matters are managed properly and the relevant stakeholders are shared and given proper advice and guidance.

Job Responsibilities:

- Provide necessary support to Chair and Vice Chair of the Board of Governors (BoG) to establish, manage and maintain effective and efficient Board.
- Prepare working papers according to the agenda of BoG and Association meetings and ensure timely distribution among members, notices of meetings, meeting materials, resolutions, consents and minutes.
- Review calendar for each meeting cycle of the Boards and its committees, plan, prepare and organize meeting accordingly.
- Prepare drafts of Board and Committee meeting agendas.
- Organize all meetings of the Board, Board Committees, General Assembly and record and circulate minutes.
- Implement all processes of internal governance related to the Executive Board and General Assembly.
- Liaise with Board and Committee meeting presenters and contributors.
- Ensure meeting logistics and other arrangements.
- Prepare, update and manage Board and Committee annual calendars and activity plans.
- Ensure proper documentation, recordkeeping, data retention and necessary information destruction.
- Maintain the archive of UCEP Bangladesh related to governance and management.
- Ensure strict confidentiality of information, documents and other internal and external communications.
- Provide necessary support to BoG and Association members as required.
- Design, document, and follow key corporate secretarial and corporate governance processes and procedures.
- Assist the Executive Board and General Assembly as and when required in all internal governance-related matters with appropriate research and analysis.
- Prepare and maintain an automated data base of detail information of key stakeholders of UCEP Bangladesh and specifically ED's connections.
- Ensure highlights of AGM/BoG/ED/SMT public events are timely published in UCEP Bangladesh website, social media and shared with other relevant stakeholders e.g. donors and partners, with guidance of supervisor.
- Ensure that the Association members regularly paid their yearly membership subscription.
- Ensure compliance requirements of UCEP Bangladesh's membership with different bodies / agencies.
- Preserve copies of legal and statutory documents of BoG, NGOAB approval and NBR, DC office coordination and deliver as and when needed.



- Coordinate and make arrangements required for Arbitration proceedings and provide the required documents to appointed Advocate for proceeding of Arbitration.
- Support the management in capacity building and where relevant, in various internal procedural committees.
- Work with relevant legal counsels in both governance and organizational matters.
- Provide trainings to team members and LRP partners on local and international governance matters.
- Coordinate with regional and international governance focal counterparts building strong network.

Essential Requirements:

- Masters in any subject. Master of Laws/Additional degree in Governance and Chartered Secretarial course will be given preference.
- Minimum 08 (eight) years of relevant professional experience including at least 03 years in governance and internal management role in a large organization (experience of working with board and/or senior management will be preferred).
- Excellent command of communication skills both in Bangla and English.
- Excellent computer operating skill & conversant with MS Office package including automation system related software and tools.
- Self-motivated, adaptable and team player.
- Ability and willingness to travel frequently.
- Age limit for the applicant would be 45 years. Management has the right to make exceptions based on qualifications.

Salary: Negotiable

Compensation & Benefits: Provident Fund (PF), Gratuity, Festival Bonus, Weekly 02 Holidays etc.

Apply Procedure

Interested candidates should apply to jobs.ucepbd.org on or before **December 06, 2022**. **Applicants who applied in the previous job circular for this position, need not to apply again.** Only short-listed candidates would be contacted and may be requested for more information. The authority reserves the right to accept/reject any or all applications without assigning any reason whatsoever. Direct application to any UCEP Bangladesh staffs, any communication in regard to the application or any attempt to influence the process will immediately disqualify candidacy. UCEP Bangladesh is actively trying to increase equity and gender parity in the organization. Therefore, qualified women and candidates from disadvantaged backgrounds including Persons with Disabilities (PWDs) are especially encouraged to apply. The compulsory age of retirement is 60 years.

