



Name of Position: Director, People and Administrations

Number of Vacancy: 01

Nature of Job: Fixed-Term Contract

Job Location: Head Office, Dhaka

Application Deadline: August 30, 2023

Job Purpose: The Director is responsible for providing overall leadership to HR and Administration function's development, planning and implementation. As a member of the Senior Management Team, ensure organizational and institutional growth and sustainability of UCEP Bangladesh and particularly ensure the effective and efficient function of management and operations in line with UCEP Bangladesh's values, vision, mission, goals and relevant country laws.

Job Responsibilities:

The primary job responsibilities of the Director, People and Administrations include, but are not limited to:

Strategic:

- Ensure that UCEP Bangladesh's Constitution is understood, upheld and adhered to by all staff of UCEP Bangladesh and all its entities at HO and regional levels.
- Take a lead and proactive role to:
 - Lead the development and execution of Human Resources strategic and annual plans in alignment with the UCEP Bangladesh's values, vision, mission, and goals.
 - Develop a Road Map for Growth and Sustainability for UCEP Bangladesh and relevant strategies for its effective implementation.
 - Develop Business Plan for UCEP Bangladesh and all its entities and ensure implementation at central and regional levels.
 - Strengthen image, credibility and goodwill of UCEP Bangladesh and all its entities at national and international level.
 - Establish and maintain liaison with all relevant stakeholders as necessary at national and regional levels.
- Provide regular updates to BoG as required, appraise BoG about critical issues and ensure rolling out of relevant BoG decisions.
- As a member of UCEP Bangladesh's Senior Management Team (SMT) proactively:
 - Collaborate and coordinate with other SMT members, relevant teams at central and regional levels within UCEP Bangladesh and all its entities for effectively and efficiently achieving UCEP Bangladesh's values, visions, missions and goals.
 - Uphold and ensure the best interest of the organization at all times.
 - Ensure cost effectiveness of management and operations of UCEP Bangladesh and all its entities at central and regional levels.
- Maintain strict confidentiality regarding all information, communication and documentation (in electronic or hard copy forms) of UCEP Bangladesh and all its entities at central and regional levels.
- Carry out any other relevant tasks assigned by the supervisor and the BoG as and when necessary.





- Serves as primary department representative and leads Human Capital endeavors of the organization Ensures compliance with DFAT, FCDO, UN, USAID and other donor rules and regulations.
- Conducts compensation reviews, computes the Cost of Living Allowance, formulates and implements employee benefit schemes and insurance packages and reviews periodically to bring in best practices.

Operational:

- Take a lead and proactive role to:
 - Ensure effective and efficient management of UCEP Bangladesh, including all its entities at HO and regional levels and its institutional growth and sustainability.
 - Ensure development and efficient, effective and transparent maintenance of departmental budget.
 - In coordination with other relevant departments (e.g. Finance, Programme etc.), ensure development and effective implementation of Electronic Resource Planning (ERP) and ensure smooth delivery of related services in this regard.
 - Work closely with BOG, SMT and other management staff to manage and coordinate grievance management and disciplinary proceedings involving any staff member and recommend appropriate action to resolve disputes.
 - Develop and implement key strategic documents, policies, guidelines, procedures, tools etc. as necessary to ensure strict governance and rigorous compliance practices as per country law within UCEP Bangladesh and all its entities at HO and regional levels.
 - Strengthen and update UCEP Bangladesh's business processes and management mechanisms, specifically related to Human Resource Development and Administration. In this regard, ensure development and effective implementation of UCEP Bangladesh's:
 - Human Resource Development and Management Manual, which will include the UCEP Bangladesh Service Rules, Prevention of Sexual Harassment Policy (PSEA), Child Protection Policy, Gender Policy, Contractual Staff Hiring Guideline, Transfer Guideline, Salary Guideline, Performance Management System etc.
 - Administrative Manual, which will include the UCEP Bangladesh Procurement Guidelines, Risk Management Guidelines, Vehicle Use Guideline, PF Rules & Gratuity Trust/Deed etc.
 - Introduce and maintain the use of tech based solutions in order to ensure effectiveness, efficiency, transparency and accountability to the highest level in regard to business and management procedures.
 - Ensure proper approval and keep undated all necessary governmental and non-governmental licenses and approvals for the effective and efficient functioning of UCEP Bangladesh and all its entities at HO and regional levels.
 - Ensure Decent Work, specifically, Occupational Health and Safety (OHS), Personal Protective Equipment (PPE) following OSHA standards within UCEP Bangladesh and all its entities at HO and regional levels.
 - Ensure smooth functioning of all administrative processes including utilities, sanitation and hygiene, storage, timely availability of equipment, materials, inventories and other logistic items with strict adherence to procurement guidelines, compliance standards and relevant UCEP Bangladesh policies at central and regional levels.
 - Ensure development and maintenance of an automated filing and documentation system.





- Ensure safety and security of life, all tangible and nontangible assets and properties of UCEP Bangladesh at central and regional levels on a regular basis and during natural or man-made disasters, emergency situations, dealing with internal or external criminal offences.
- Ensure timely addressing and resolving of complaints from central and regional levels of UCEP Bangladesh and all its entities through proper procedures.
- Ensure effective and efficient management of all outsourced services e.g. security, cleaning, catering, gardening etc. at central and regional levels of UCEP Bangladesh and all its entities.
- Ensure effective and efficient management of all ICT and Business Solutions related issues manage the department. In case of strategic issues, follow guidance of SMT.
- Ensure necessary support to other departments for smooth functioning e.g. finance, programme etc. and special tasks e.g. monitoring-research and evaluation, internal and external audits etc.
- To promote and contribute to ongoing efforts towards gender equity & equality, child/staff protection & safeguard, inclusiveness, accessibility and discrimination free environment in the workplace and operations/activities/plans. In applicable cases, ensure that necessary budget allocation is there and in KPIs these issues are reflected regarding employees under supervision.

People Management:

- Take a lead and proactive role to:
 - Develop corporate identity and team cohesion among all staff of UCEP Bangladesh and all its entities at HO and regional levels. Ensure organization of necessary team building events in this regard for all staff at central and regional levels.
 - Ensure development and availability of popular versions of key documents for creating common understanding through proper dissemination, necessary orientation and update of staff on these at HO and regional levels of UCEP Bangladesh and all its entities.
 - Ensure staff have relevant Job Descriptions and necessary working tools (Annual Objectives and Work Plan etc), maintenance of task distribution, collaboration and coordination within and among departments, within and among HO and regional offices of UCEP Bangladesh and all its entities.
 - Ensure effective core staff, consultant and project staff management.
 - Develop and maintain a professional pay (including grade, salary and benefits) structure which is aligned to the market and assessed following the Hay System.
 - Develop and maintain a professional 360-degree staff appraisal, quality control and career development system.
 - Promote and contribute to ongoing efforts towards gender equity & equality, child/staff protection & safeguard, inclusiveness, accessibility and discrimination free environment in the workplace and operations/activities/plans. In applicable cases, ensure that necessary budget allocation is there and in KPIs these issues are reflected regarding employees under supervision.
 - Ensure existence of necessary human resources within UCEP Bangladesh and all its entities at HO and regional levels at all times. In this regard:
 - Conduct periodic institutional and organizational need assessments in regard to human resources and develop annual Human Resource Plan including an Annual Staff Training Calendar for the organization with necessary expertise to implement UCEP Bangladesh's present and future vision, mission and goals; and ensure effective and efficient programme implementation.





- Develop and maintain staff database through an effective and efficient automated Human Resource Management System (HRMS).
- Develop and effectively implement Talent Identification and Leadership Development Plan, with a special focus to develop second and third tier leadership at HO and regional levels within UCEP Bangladesh and all its entities;
- Ensure systematic and effective delegation and decentralization system.
- Develop systematic automated staff induction plan and ensure on-boarding of new staff in a systematic way.

Essential Requirements:

- Must have a master's degree in Human Resource Management, Laws, Public Administration, Business Administration (MBA), or any other related field. An equivalent of the same in working experience is also acceptable for the position.
- Preference will be given to relevant HR related international and national affiliations and memberships.
- Minimum of 15 years of HRM and Administration experience across a range of competencies and 3-5 years of experience managing a team and being in a leadership role (director / head of the department level).
- Experience in recruiting and sourcing for all roles in a national and global environment - senior leadership through entry level position.
- Excellent fluency in both Bangla and English.
- Excellent computer operating skills & conversant with MS Office package including latest HR software (e.g. ERP, HRMS etc.) and other software and e-tools. Preference will be given to experiences or qualifications on tech-based business solutions.
- Self-motivated, adaptable, team player and passion for social development works.
- Ability and willingness to travel.
- Age limit for the applicant would be 52 years. Management has the right to make exceptions based on qualifications and experience.

Salary: Negotiable

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

Apply Procedure

Interested candidates should apply to <https://jobs.ucepbd.org> on or before **August 30, 2023**. 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.

