

## Vacancy Announcement

**Position:** Save the Children Sweden-Denmark's Country Director in Bangladesh  
**Contract Period:** 2 Years  
**Duty station:** Dhaka - Bangladesh

### General

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Since 1<sup>st</sup> March 2003 Save the Children Sweden and Denmark have integrated their programme activities in Bangladesh through a consolidated Save the Children Sweden-Denmark (SCSD) country programme under one country management. The office employs 65 members of staff and is currently involved in 30 projects implemented by 21 partner NGOs.

SCSD focuses on Child Protection within the areas of Child Labour, Child Sexual Abuse, Exploitation and Trafficking, Child Protection in Emergencies and Civil Society.

The Country Office (CO) represents both Save the Children Denmark and Save the Children Sweden nationally and regionally. The CO is implementing the country programme/strategy in close co-operation with its partners and Save the Children Denmark's Head Office(HO) and Save the Children Sweden's Regional Office

The SCSD CO in Bangladesh is headed by a Country Director who refers to the Director of the International Programme Department in Save the Children Denmark's HO, Copenhagen, while the day-to-day communication is with the Programme Manager in HO.

From 2011 SCSD is expected to start merging its programmes with three other Save the Children Alliance members. This combined organisation will eventually form a unified Save the Children in Bangladesh. A key task for the CD will be to prepare staff, partners and the programme for this change.

### Responsibilities

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#### Key responsibility:

The key responsibility of this position is to oversee the implementation of SCSD's Country Programme in Bangladesh, and to prepare the country programme, staff and partners for the unification process.

#### Tasks and Responsibilities:

The Country Director is responsible for:

- Implementation of the country programme by following the division of responsibilities between Save the Children Sweden, Save the Children Denmark and Country Office.
- Development of strategy and programmes, which complies with both Save the Children Sweden's and Save the Children Denmark's international strategies (jointly with the Programme Manager in HO).
- Management of the CO, including Management Team Meetings, Safety and Security Management, the Programme Management Meetings the staff at the CO (employment, training, upgrading or termination) and updating of the national Save the Children Sweden Denmark's Staff Manual.
- Implementation of the policy laid down in the Save the Children Sweden-Denmark Country Strategy - through the local programme management, and in close co-operation with local authorities, co-operation partners, and CO staff.

- Development of co-operation and joint activities with other Save the Children Alliance organisations to increase the level of Unified Presence and improve the co-ordination with national and international organisations working with children and advocating for children's rights in Bangladesh.
- Establishment and development of locally based expertise on children's conditions and rights in Bangladesh, as the basis for the further development of the country programme, and organise information activities in relation herewith.
- Continuous provision of information about the country situation to the HO
- Timely reporting on SCSD's programme activities to both Save the Children Denmark HO and Save the Children Sweden Regional Office.
- The overall financial management (carry out budgetary negotiations with Save the Children Denmark HO, and ensures that the allocated budget frame is observed).
- Introduction of the new Save the Children Alliance Core Process Harmonisation planning and reporting formats in cooperation with the HO staff.
- Strengthening the monitoring system to accumulate and make feed-back on experiences gained in the process of implementing the country strategy (in close co-operation with the HO and partners)
- Supporting the capacity building of partners and screening new potential partners by applying the criteria outlined in the country strategy and in Save the Children Denmark's international strategy.
- Active fundraising in cooperation with the CO staff and the HO

### **Competencies and Qualifications required**

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#### **Qualifications: (academic/practical)**

- Master of Social Science, and/or Degree in organisation and management
- Senior Management experience in a developing country
- Programme Cycle Management experience

#### **Competencies:**

- Strategy development
- Negotiating Skills
- Advocacy skills
- Financial management
- Leadership skills in a multi-cultural and multi-stakeholder context
- Strong Communication Skills in English

#### **Experience:**

- Management experience during mergers
- Working with NGOs in Asia
- Directing field operations
- Management of staff in a multi-cultural context
- Experience in emergency operations
- Networking experience

#### **Additional valuable experiences and competencies:**

- Understanding of how the Save the Children Functions
- Experience of working in partnerships with NGOs, civil society and government institutions

#### **Salary**

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As per Save the Children Denmark's salary scale

## **Application and Deadline**

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Applications:

A letter of application and a curriculum vitae plus the contact details of three professional referees can be sent by e-mail to:- [VA@redbarnet.dk](mailto:VA@redbarnet.dk)

The deadline for applications is: Monday 7<sup>th</sup> December 2009

Candidates invited to a first interview will be informed by the Friday 18<sup>th</sup> December. Interviews will be held in Copenhagen in the second week of January 2010.

## **Further Information about the position:**

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