

<b>Role:</b>	<b>Head of Programmes &amp; Operations</b>  Location: Dhaka, Bangladesh  2 years fixed term contract, with the possibility of extension
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• The role will serve as the senior country representative for Transform Trade in Bangladesh. They will lead and coordinate all programme and operational activities, as delegated by the South Asia Regional Director.</li> <li>• The Head of Programmes and Operations will oversee in-country aspects of programme development and delivery, ensuring that it operates effectively and efficiently and in line with Transform Trade’s strategy and country legislation.</li> <li>• To lead and build a high-performing and motivated team of staff, who are values-based and excited to take a learning-by-doing approach.</li> <li>• To develop a diverse network of partners. Represent and promote the work of Transform Trade and our partners in Bangladesh and the region.</li> <li>• Initiate and develop strong funding partnerships to scale and deepen impact in Bangladesh and contribute to the Asia funding strategy.</li> <li>• As a member of the Asia regional leadership team, this role will be critical in leading change during the transition, ensuring that Transform Trade delivers its new strategy.</li> </ul> <p>At Transform Trade every member of staff is required to support our efforts to build our reputation, fundraise where they can and advocate on issues we campaign on. Our values underpin what we do and how we do it in all areas of our work; both internally and externally.</p> <p>Everyone is an ambassador; everyone is an advocate; everyone is a fundraiser.</p>
<b>Accountabilities:</b>	<ul style="list-style-type: none"> <li>• Oversee existing programme implementation, ensuring high-quality reporting to donors and strong M&amp;E. Lead and manage high-quality delivery of work, ensuring effective plans and processes, monitoring progress, and working closely with Project Coordinators and other staff to ensure programme quality and impact. Facilitate regular review, reflection, evaluation, and learning</li> </ul>

	<ul style="list-style-type: none"> <li>• Lead on partnership development as per new strategy and work with team members to cultivate effective partnerships between diverse partners and Transform Trade. Oversee grant management and partner accompaniment.</li> <li>• Programme development - Initiate and/or implement necessary analysis and scoping studies to identify programme development opportunities in conjunction with the partners, Bangladesh, Asia, and UK teams in line with our key objectives and portfolios. Take a facilitative lead in the design of programmes in collaboration with staff and partners in line with the new strategy. Support the development and delivery of wider regional programmes as required.</li> <li>• Effective leadership of country operations including finance &amp; administration, human resources, security, and risk management. Oversee budgets and ensure adherence to budgetary control procedures.</li> <li>• Effective representation and networking with different stakeholders including producers, government, public and private sectors.</li> <li>• Support documentation, knowledge management and learning and ensure dissemination internally and externally.</li> <li>• Donor engagement-Raise the profile of Transform Trade through networking with diverse donors in-country and the region.</li> <li>• Team management – lead and manage a small team of staff and consultants in Bangladesh/Asia and work collaboratively with other teams across the organisation.</li> <li>• As a member of the regional leadership team, provide support to strategic roles at regional level, including the Regional Director.</li> </ul>
<p><b>You will be:</b></p>	<ul style="list-style-type: none"> <li>• An exceptional leader who can work collaboratively with colleagues in the country, region and globally to develop strong relationships, effective cross-functional/geographical working and build a culture of continuous improvement, performance, and accountability.</li> <li>• A positive influence with a solutions-based approach. A confident, result-oriented, strategic thinker, problem solver, and effective decision-maker, with personal initiative and high integrity.</li> <li>• Deeply committed to and experienced in leading participatory approaches that put people and communities in the driving seat to determine their future.</li> <li>• Passionate about issues of trade and climate justice and fully aligned to our values and mission.</li> <li>• An excellent networker and relationship builder.</li> <li>• Experienced in organisational profile building and effective at inspiring and engaging different stakeholders to support the mission.</li> <li>• A role model for equity, diversity, and inclusion, as well as a positive role model for contributing to the team spirit.</li> </ul>
<p><b>You will have:</b></p>	<ul style="list-style-type: none"> <li>• Significant experience in a senior leadership role preferably in Bangladesh, with a focus on program management, partnership management, business development and operations.</li> </ul>

	<ul style="list-style-type: none"> <li>• Good experience in budgeting, financial planning, and management with the ability to plan and allocate appropriate resources.</li> <li>• Strong leadership and management skills, demonstrable success in building trust, enforcing accountability, empowering others, and effecting strong and effective relationships with colleagues and external stakeholders at all levels to achieve results.</li> <li>• Experience working with donors including statutory funders (FCDO, EU, and others), Trusts, and Foundations.</li> <li>• Extensive experience with diverse stakeholders including government, civil society organisations, and businesses. Previous experience working with producer groups and social enterprises is an added advantage.</li> <li>• Existing networks and relationships with various stakeholders in the country/region including civil society, government, and business.</li> <li>• Highly developed interpersonal and communication skills with the ability to negotiate with and influence key stakeholders to achieve positive outcomes.</li> <li>• Demonstrable experience of resilience to lead change; understanding business drivers and constraints and adapting strategies to address these. Helping others to adapt quickly to form flexible and high-performing teams.</li> <li>• Cultural sensitivity, diplomatic, positive, and constructive approach.</li> <li>• Excellent writing and speaking skills in English. Bangla speaking.</li> <li>• Ability to work in a multi-sectoral, multi-disciplinary, and multicultural environment.</li> <li>• Personal commitment to justice and fairness.</li> <li>• Willingness to undertake travel as required</li> </ul> <p>Whilst Transform Trade is a Christian response to poverty, we are committed to a diverse and inclusive workplace and welcome applicants from all faiths or none. We welcome applicants from diverse backgrounds and value lived experiences. We do ask that all staff members respect the Christian vision, ethos, and culture of the organisation.</p>
<b>Hours:</b>	Full-time, 40 hours per week
<b>Salary:</b>	BDT 4,375,000 per annum plus usual benefits like PF, bonus, transport allowances, gratuity, etc.