

VACANCY ANNOUNCEMENT

ACID SURVIVORS FOUNDATION (ASF) is a national non-government organization, credited in Bangladesh and globally for the pioneering initiatives to effectively challenge acid violence and related issues. It works with the survivors, Government, media and civil society to eliminate acid violence from Bangladesh and help acid survivors live a life with dignity and purpose.

ASF is seeking applications from qualified candidates to fill the **Executive Director** position:

Specific Responsibilities include:

- Effective programmatic and organizational leadership under the overall supervision and guidance of the Board of Trustees of ASF;
- Ensure transparency and accountability at all levels of the organizational and programmatic policies and practices;
- Serve as ex-officio member-secretary of the Board of Trustees, Executive Committee and any subcommittee formed by the Board, seek and build board involvement with strategic direction for both ongoing operations as well as for the expansion of the core activities of the organization and resource mobilization to achieve its mission;
- Ensure further programmatic excellence, rigorous oversight of program monitoring and evaluation as well as internal control with particular reference to finance and administration, fundraising and communications;
- Ensure effective management system, design time-bound implementation plan of activities including resource mobilization and management needed to achieve the strategic goals of the organization;
- Actively engage and motivate survivors, ASF staff, volunteers, event/sub-committees, partner organizations, and donors/supporters;
- Lead, coach, develop, and retain ASFs high-performance management team, ensure effective systems to track/monitor progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the Board of trustees, donors, and others;
- Within the existing and potential resources, develop the required infrastructure for the proposed ASF complex that can act as a Centre of Excellence for providing holistic burn care services in the region;
- Effectively communicate with Acid Survivors Trust International (ASTI) UK and ASF in other countries to act as a hub and resource organization to combat acid violence;
- Advocate at international level, when and wherever possible with relevant (UN and other international human rights bodies and forums) to combat acid violence globally;
- Responsible for day to day supervision of Medical, Program, Finance and HR & Admin Units.

- Function as an active member of the following Bodies/Committees/Forums:
 - National Acid Control Council (high level inter ministerial body for ensuring effective implementation of acid attack related laws);
 - National Steering Committee of Victim Support Center;
 - National Steering Committee for rehabilitation of the acid survivors run by Ministry of Social Welfare;
 - Central Monitoring Cell of acid attack cases run by Ministry of Home Affairs and
 - National and International Forums and Networks.

The candidate should have:

- Minimum post-graduation degree from a recognized university in relevant field.
- Minimum 20 years of professional experience including at least 10 years in senior management position in a credible organization in social development field, preferably with a particular focus on women rights/gender issues and mobilizing actions to combating violence against women;
- Demonstrated skills and capacities of leadership at national level for advocating on human rights issues and or combating violence against women and children (Exposure to work on relevant issues at international level will be an advantage);
- Considerable experience in working with the Government, NGO/INGO counterparts and development partners;
- Expertise and experience in identifying funding opportunities and writing project proposals and reports for donor;
- Strong analytical & research skill, problem solving and decision making skills;
- Good communication, negotiation and interpersonal skills with the ability to attract Donors, and to represent and advocate the mission, goals and strategies of the organization to relevant audiences at the national, regional and international level;
- Supportive and committed to work for vulnerable groups, specifically with victims of violence with high level of humane and gender sensitivity; and
- Considerable knowledge about Government mechanism for promoting rights and development of women children and other disadvantaged sections of the society;
- Language proficiency in English (both oral and written) is essential, so is computer literacy.

Employment Status: Regular

Job Location: Dhaka

Salary: Negotiable

Other benefits: Festival bonus, Insurance and others benefits as per Human Resource Policy of the organization.

Apply Instructions

- A detailed CV (not more than four pages) with a recent photograph and contact details of at least two professional referees.
- A letter of motivation (not more than one page).

Address for Hard Copy Submission:

Chairperson
Acid Survivors Foundation
Plot-A/5, Block-A Floor- 06, CRP-Mirpur
Mirpur-14, Dhaka.

Please mention the post applied for on top of the envelop.

Or

Softcopy or Email Submission:

Email to ed@acidsurvivors.org addressing, the Chairperson, Acid Survivors Foundation mentioning the post applied for in the subject line.

For more information please visit our website: <http://www.acidsurvivors.org>

Application dead line: on or before **5th September, 2019.**

Only short-listed candidates will be contacted.

Any kind of persuasion will be considered as disqualified.

ASF is an equal opportunity employer -- Be a proud member of ASF.