

# TEAM LEADER, B-SKILLFUL PHASE II



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*We create opportunities*

We are a leading organisation for the implementation of international development projects. We promote inclusive economic, social and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

## **READVERTISEMENT (Candidates who applied last time need not to apply again.)**

Swisscontact is inviting applications from development professionals willing to lead the ongoing second phase of its skills and enterprise development programme, B-SkillFUL, in Bangladesh. This programme is funded by the Swiss Agency for Development and Cooperation (SDC), represented by the Embassy of Switzerland in Bangladesh. It contributes to Switzerland's overall goal in Bangladesh, which is to bring about a more equitable society that enjoys inclusive and sustainable growth, aligned with the 2030 Agenda of the United Nations. After a successful completion of Phase I, B-SkillFUL Phase II commenced operations from September 2020 with the aim to improve productivity and competitiveness of small and medium enterprises (SMEs) and create better jobs in the furniture making, light engineering and leather goods manufacturing sectors across six districts in Bangladesh. Recognising the importance of domestic economic recovery, in the COVID-19 scenario, B-SkillFUL Phase II will catalyse provision of customised solutions to SMEs to improve technical and management capabilities, modernise production methods, diversify products and services, expand into new markets and ensure safe and decent working conditions for workers. The solutions will

be designed to address specific constraints identified through detailed analyses at the sector and SME levels. The programme will also create sustainable opportunities for coaching, mentoring, and providing advisory services to SMEs through Business Development Service (BDS) providers. These services include business planning, human resource development, product design, production improvements, inventory control, marketing, and finance. BDS providers will gain access and opportunities to engage with SMEs in peri-urban and rural areas and expand their clientele beyond the major cities. The programme's major areas of focus are

- workplace-based training, coaching and mentoring services for unskilled, semi-skilled and skilled workers and management staff at SMEs; and
- specialised BDS targeting production methods and working conditions in SMEs.

We are looking for a dynamic, innovative and forward-thinking team leader, with hands-on experience in working on enterprise development, to lead a team of sharp professionals, drive innovations and make a lasting impact. The preferred candidate should be process-focused and people-oriented, with strong social skills. Experience of working in Asia will be an asset.

## TEAM LEADER, B-SKILLFUL PHASE II

**Employment start:** 01 September 2021

**Contract duration:** Initial contract of one year; with options to extend up to three years

**Place of work:** Dhaka, Bangladesh with regular visits to programme field locations within the country.

**Reports to:** Country Director, Swisscontact Bangladesh

### Purpose of the Job

The team leader is responsible for the leadership in all aspects of programme implementation; providing the conceptual and strategic guidance to the programme team for designing and implementing interventions within the programme vision and budget. The team leader will be ultimately responsible for delivering all desired targets on time and with quality, based on the learnings from the ground.. Within the framework of her/his duty, the team leader bears full responsibility towards Swisscontact, for all actions taken. S/he has to execute all operations, in accordance with Swisscontact's vision, mission and regulations and must at all times abide by the Swisscontact Code of Conduct. In addition, the team leader must also decide and take necessary steps to achieve programme objectives in compliance with the NGO Affairs Bureau (NGOAB) in Bangladesh.

### Essential Functions and Responsibilities

#### *Implementation and Stakeholder Management*

- Implement an operational strategy to design, test, adapt and scale enterprise development models for SMEs in selected clusters and sectors –
  - through private sector led sustainable models for skilling and up-skilling workers and improving their working conditions; and
  - through sustainable provision of Business Development Services (BDS) to SMEs;
- Lead the programme team to facilitate coordination and service delivery between SMEs, business development service (BDS) providers including industry experts and professional trainers, and local business associations for business-modernisation and skills-development;
- Develop and execute comprehensive plans for capacity building of private institutions such as BDS providers and SMEs;
- Lead programme implementation to achieve qualitative and quantitative outcomes and intended impact;
- Ensure gender and social inclusion and environmental sustainability aspects are mainstreamed and achieved;

- Establish an analytical adaptive programme management process utilizing the results and evidence from the Monitoring and Results Measurement (MRM) system of the programme;
- Lead the knowledge curation process, particularly with regard to developing country-specific SME and skills-development concepts, toolkits and case studies;
- Engage in policy advice and advocacy and curate knowledge on enabling environment for SME and skills-development; and
- Lead the team to collaborate with other programmes for effective programme implementation and mutual learning.

#### *Staff Management and Staff Capacity Building*

- Maintain coherent team structure with staff from diverse background and skill sets for effective implementation of the programme activities;
- Mentor and coach staff on pertinent technical and programme management issues;
- Create a learning environment within the programme team and develop and implement a structured staff capacity development plan;
- Ensure that staff are gender sensitive; and
- Ensure dissemination of the Code of Conducts of Swisscontact and the funder amongst programme staff, including staff of partners.

#### *Reporting and Financial Management*

- Develop programme progress reports, including technical reports and financial reports;
- Establish and maintain operational and administrative procedures in line with Swisscontact corporate and country manuals to manage the programme;
- Ensure that yearly budgets for the overall programme are developed and approved on time, quarterly budget forecasts are made and updated based on quarterly progress;
- Ensure the resources are spent effectively, transparently and according to the approved budget;
- Ensure that agreed accounting standards and procedures are followed;
- Maintain financial controlling instruments (monitoring and reporting) according to Swisscontact's Internal Control System;
- Ensure that all financial reports to the funder and the Government of Bangladesh (GoB) are accurate and submitted timely; and
- Ensure that all expenditures are made in compliance with Bangladesh's applicable laws.

### **Communication and Knowledge Management**

- Lead on managing communication and relationship with the funder;
- Ensure knowledge management within the programme team and the exchange with other Swisscontact programmes;
- Guide the programme staff in organising different seminars and workshops to disseminate programme learnings, as and when required;
- Represent the programme during relevant events;
- Guide the team to prepare communication materials based on findings; and
- Support communication of lessons learnt within and outside Swisscontact.

### **Skills and Experience**

#### **Mandatory Qualifications**

The applicant must conform to the following qualifications:

- At least a master's degree in Economics, Development Studies, Social Science, or relevant fields experience;
- Minimum 12 years of progressive professional work experience and at least 6 years of experience at strategic leadership role in managing complex private sector development programmes; (flexible for candidates with strong hands on experience in private sector and enterprise development.)
- Advanced communication skills in English (verbal, writing, listening and presentation skills) with excellent computer literacy in MS Office programs (specifically MS Word, Excel, PowerPoint and Outlook)

#### **Technical Expertise**

- Proven track record in designing, implementing and managing enterprise development, and/or market systems development programmes/ initiatives;
- Strong understanding of business development services (BDS) for SME development;
- Strong understanding of private sector-led skills development interventions, along with private sector development and business decision making processes;
- Experience in leveraging private sector investment for business modernisation, workforce development and business growth;
- Sound knowledge and understanding of enterprise and skills development concepts in Bangladesh and/or comparable contexts;
- Demonstrated experience of working on capacity development interventions with meso-level organisations such as business membership organisations;

- Experience in working with and exposure to different results monitoring and evaluation methodologies; Understanding of the OECD-DAC evaluation criteria will be valuable.

#### **Programme Management**

- Experience in managing medium to large-scale development cooperation programmes, especially with different financing modalities;
- Demonstrated hands-on experience in financial management, including budget cycle management and risk management; ;
- Experience in applying analytical adaptive management tools and processes for achieving systemic results;
- Hands-on experience of working fragile context, especially in engagement in the private sector;
- Excellent analytical, negotiating, problem solving and decision making skills;
- Ability to manage working relationship with diverse public and private stakeholder; and
- Experience of working in Asia will be an asset.

#### **People Management**

- Demonstrated capacity to manage staff and build teams across different programme locations, with diverse skill sets and in a multicultural setup;
- Experience of mentoring and coaching team of young professionals;
- Strong partnership building skills and experience between diverse stakeholders; and
- Experience of managing relationship with public agencies, private sector actors and funders.

### **Field Visits**

Field visits play an important part in the team leader's activities. It is expected that the applicant is willing and able to take part in frequent field trips within the country, sometimes under short notice.

### **Working Conditions and Environment**

Swisscontact offers attractive working conditions in an international and multicultural context. We see our work as a joint effort in an agile organisational culture: mutual respect, trust and teamwork.