Swisscontact was established in 1959 as an independent foundation by notable figures from the worlds of commerce and science in Switzerland. It is exclusively involved in international development co-operation and has carried out its own and mandated projects since 1961. Based in Zurich, Swisscontact currently employs over 1,400 staff worldwide and manages projects in 36 countries on behalf of public and private donors.

Swisscontact is inviting applications from development professionals, willing to serve as the Senior Manager – Partnership and Strategy, to its upcoming innovative skills-development project, Building Skills for Unemployed and Underemployed Labour (B-SkillFUL) in Bangladesh. This is the Phase II of the project which will be funded by the Swiss Agency for Development and Cooperation (SDC). B-SkillFUL will support small and medium enterprises (SMEs) in selected sectors in Bangladesh to create quality employment opportunities for poor and disadvantaged individuals, and to access and utilise business development services (BDS) to improve their business performance. B-SkillFUL will also support the development of private sector led sustainable models for skilling and up-skilling workers to improve their working conditions. In addition, B-SkillFUL will play a catalytic role in initiating and anchoring a private sector led workforce development and enterprise modernisation process in Bangladesh.

Position: Senior Manager - Partnership & Strategy, B-SkillFUL Phase II, Swisscontact Bangladesh
Location: Dhaka with regular visits to field locations
Duration: Initial contract of one year; based on performance, the contract will be extended up to May 2024
Reports to: Team Leader, B-SkillFUL Phase II, Swisscontact Bangladesh

Purpose of the Job
The Senior Manager – Partnership & Strategy is a senior leadership position within the project, responsible for overall strategy and strategic partnership management. Acting as the deputy Team Leader, the Senior Manager – Partnership & Strategy will assist the Team Leader in all aspects of project implementation, including donor relationship management, strategy development and refinement based on evidence, overall budget management, strategic communication and reporting to donors and other stakeholders. S/He will oversee, backstop and guide the team to design interventions based on constraint analysis and business service assessment and implement interventions, engaging relevant market actors. In addition, s/he will ensure that the interventions do not distort the market, rather strengthen the market systems to benefit marginalized communities.

Essential Functions and Responsibilities

- Support the Team Leader in all aspects of project implementation;
- Lead strategic thinking and planning, strategy development, deal making and partnership management;
- Guide and advise the project team in selecting sectors and SMEs, assessing and identifying constraints, and designing and implementing interventions;
- Provide strategic direction and support to ensure project’s goals are met through appropriate inclusive market development strategies, and integration of transversal themes;
- Lead in identifying commercial viability of various solutions such as skills-development initiatives and BDS for SMEs;
- Lead strategic communication and capitalisation initiatives of the project;
- Build capacity of project staff on inclusive markets and Market Systems Development (MSD) approach;
- Lead in developing the content of seminars, knowledge sharing events and workshops;
- Maintain liaison with key project stakeholders (donor, government agencies, etc.) as per direction of the Team Leader; and
- Contribute to overall project management as member of the Core Management Team, in donor and government meetings.
Skills and Experience
The individual must conform to the following qualifications and expertise:

▪ At least a master’s degree in Business, Economics, Development Studies, Social Science or equivalent;
▪ Minimum 8 years of relevant and progressive professional experience in implementing market development, SME development, value chain development and/or private sector engagement projects with donors, development partners and/or NGOs/INGOs;
▪ Effective presentation and listening skills with advanced communication skill in English (verbal and written);
▪ Excellent computer literacy in MS Office programmes (specifically Word, Excel, PowerPoint and Outlook);
▪ Works with trustworthiness and integrity and is committed to Swisscontact's core values; and
▪ Demonstrates awareness and sensitivity to gender and diversity (including sensitivity towards people with disability).

Technical Expertise
▪ Ability to lead strategic planning and contribute to strategy development and implementation;
▪ Excellent analytical, negotiation, problem solving and decision making skills;
▪ Solid understanding of MSD, inclusive business and public-private partnership approach; and
▪ Strong understanding of private sector development and business decision making process.

Project Management
▪ Prior experience of managing portfolio of interventions and establishing approval process and mechanism within the team is highly desirable;
▪ Prior experience of managing multiple partners, budget and contracts is preferred; and
▪ Excellent organisational skills and ability to multitask effectively under pressure;

People Management
▪ Strong leadership and management skills;
▪ Experience in mentoring and coaching team members;
▪ Ability to motivate, build strong relationships and communicate clearly with project partners, beneficiaries, other target groups and all relevant internal and external stakeholders; and
▪ Ability to work productively in highly collaborative settings (is a team player) while also able to operate independently.

Physical Demand
Field visits play a large part in the incumbent’s activities; as such, it is expected that the incumbent is willing and able to take part in such activities as needed and sometimes under short notice.

Working Conditions and Environment
This will be applicable in accordance to the Swisscontact Staff Manual.

Application details:
Please email your application form along with a cover letter (elaborating your competencies for the position) to bd.recruitment@swisscontact.org addressing Head of Business Administration, Swisscontact Bangladesh.

The job description and the application form can be downloaded from our website https://www.swisscontact.org/en/country/bangladesh/work-with-us/jobs.html. Please mention name of the position applied for in the “subject” line of your email. Applications must be submitted on or before 30 May 2020.

Only short-listed candidates will be contacted for final selection process.

Swisscontact is an equal opportunity employer. We strongly encourage female professionals to apply.