

Zonal Manager (Livelihood)

Due to increasing number of livelihood projects undertaken by CZM, there is an urgent need of having two new incumbents - Zonal Manager (Livelihood Program) North and South. Zonal Manager Livelihood South. Zonal Manager Livelihood North will be co-located with one of the Livelihood Projects in Serajganj. Zonal Manager Livelihood South will be co-located with one of the Livelihood Projects either in Comilla or in Chandpur.

Center for Zakat Management is a religion-based organization that mobilizes Zakat funds primarily towards poverty alleviation, but it also meets the Sustainable Development Goals (SDG) of the United Nations. It has projects all over Bangladesh. Head Office is located in Dhaka.

1.	Title of the Position:	Zonal Manager (Livelihood) North Zonal Manager (Livelihood) South
2.	Objectives of the position:	To lead, supervise and provide guidance for the managerial, administrative and support functions of the Project Managers (Livelihood Program).
3.	Reporting Authority:	GM (Livelihood Program)
4.	Supervisory Role:	The role requires that the candidate supervises the various activities at the project level for poverty alleviation. This is a managerial position that demands the candidate to supervise regularly the activities of not only the Project Managers but also those in the project area in order to fulfilling the overall objectives of CZM pertaining to Livelihood and human development Projects.
5.	Commitment:	CZM is a pro-poor religion based social enterprise. The incumbent is expected to have full grasp on the fundamental issues of Zakat as a religious tenant and uphold the materialization of activities related to Livelihood Projects that use the paid-up money from Project-sponsors.
6.	Knowledge, skills and experience:	a. Expected to have excellent leadership skills and be able to use these skills in leading without being physically present among subordinates/colleagues

		<ul style="list-style-type: none"> b. Excellent communication skills for horizontal and lateral communication within and outside organization, particularly the candidate is expected to understand the sensitivity in dealing with CZM's multiple stakeholders. An ideal candidate will have worked within complex interests of multiple stakeholders. c. The candidate will have minimum Bachelor's or equivalent degree. d. The candidate is expected to have track records of minimum 10 years about leading and managing projects in development fields covering the leadership and supervisory roles in executing strategies, overseeing the accounting/financial strategies, and in implementing development projects. e. Practical knowledge about organizing ultra-poor and poor for income generating activities. f. An ideal candidate is also expected to demonstrate his/her knowledge about various development activities undertaken by the government and NGOs, which address the poor and ultra-poor communities in Bangladesh. g. The candidate is expected to have sound knowledge about different poverty alleviation strategies including Zakat based project. h. Should have experience in consolidating large reports, both numeric and non-numeric (qualitative), into comprehensive format. i. Should have prompt presentation skills j. Should possess an amiable personality
7.	Key Deliverables:	<ul style="list-style-type: none"> a. Provides input in planning and executing strategic plans by the GM/AGM (Livelihood Prog). b. Ensures timely reports and returns by the project staff members c. Supervises effectively the administrative, technical, and support functions of project area staff members d. Recommends training needs of the project staff members e. Identifies business and income generating activities in the project area f. Oversees monitoring and evaluation (M&E) functions of the projects within project area. g. Maintain upward communication (with CZM HQ) h. Undertakes field visits as and when necessary i. Oversees accounting functions of the projects j. Maintain close contact with project beneficiaries

Salary: Minimum gross salary BDT 34,500.00. Deserving candidate may negotiate.

Probation: There will be a 6-month probation period before the employment contract is made permanent.

Other benefits:

Employees are entitled to two yearly festival allowances at 100% of the basic salary. Actual telephone bills are covered up, and there is a group insurance for managerial positions for which the CZM pays the premium. CZM has a performance based annual increment of the salaries. Leave entitlement includes 20 days' earned leave, 10 days' casual leave and 14 days' sick leave.

Recruitment Process:

- a. The potential incumbent is required to submit a CV along with a covering letter explaining how s/he fits into the role specification. The applicant should address the CEO and the application should be sent to the following address:

HR Department
Centre for Zakat Management (CZM)
205/1A Hashim Tower (6th Floor)
Gulshan-Tejgaon Link Road
Dhaka 1208

- b. Please clearly specify the position you are applying for – North or South. If you want to keep your position open for both positions, please state it clearly in your application.
- c. Application pack can also be sent via email, to: shafiqul.islam@czm-bd.org.
- d. The cut-off time for accepting the application is 1700 hours, Monday 21 July 2017.
- e. A telephone interview may be conducted with selected applicants between 11 am and 12:30 pm on 23, 24, and 25 July 2017.
- f. Those who will qualify in the telephone interview will appear for a written test and/or final interviews.
- g. Attempt to influence the recruitment team by external intervention will be regarded as a dis-qualifying point.