



**Position: Deputy Executive Director
(One position- based in Dhaka)**

Grade: 6, Step: 1, Gross Monthly Salary: Taka 4,13,579.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi nationals for the position of **Deputy Executive Director (DED)**, to be appointed with effect from January 1, 2027 initially for three years. Deputy Executive Director is the second senior-most member of the Executive Management Team (EMT) of TIB appointed by the Board of Trustees and reportable to the Executive Director. S/he will work with guidance from the Executive Director, and in collaboration with the EMT, to ensure the alignment and implementation of strategy, policy, planning and management of the organisation in line with TIB's vision and mission. This would include but is not limited to, steering the preparation, review and update of strategies and overseeing the implementation of various policies, regulations and commitments of TIB. The DED will guide and advise on three main streams of TIB's work – Research & Policy, Outreach & Communication and Civic Engagement. S/he will assist the ED in overall project coordination and implementation, fundraising, substantive editorial work and oversight of the work of Management Support Units like, Human Resource and Organisational Development (HROD), Monitoring, Evaluation and Learning (MEL), Information Technology (IT) and Internal Audit ensuring a higher level of professional excellence and capacity building of the organisation. This position is Dhaka-based, though the DED must not hesitate to undertake short-duration field visits as and when necessary.

Job description

Assist and support the ED in

- Supervising, guiding and coordinating research & policy, outreach & communication, civic engagement and overall management of TIB's work in general and implementation of ongoing project/s in particular;
- Overseeing the overall performance management, quality assurance and change management across the organisation and providing regular inputs and recommendations to ensure its effective implementation and continuous improvement, including ensuring compliance with organisational and/or legal standards, systems and procedures;
- Ensuring effective communication and collaboration with relevant development partners in the area of resource mobilisation, strategic planning, project development and implementation;
- Overseeing and quality assurance of research publications and other communications products in terms of the content, design and distribution plans; Strengthening multi-stakeholder communications and brand awareness of TIB's work;
- Identifying and developing necessary policies, strategies and activities to ensure full implementation of TIB's operational and programmatic work plans;
- Identify linkages and gaps in organisational processes, and apply good practices in the quality management system to streamline the processes and ensure implementation, synergy and coordination across the organisation;
- Overseeing the systemic institutionalisation of the knowledge and change management process and system, and ensuring the introduction of necessary mechanisms and policies to monitor and internalise the change/s;

- Leading TIB's project development and resource mobilisation strategy, including implementation of innovative financing mechanisms and creative means of mobilising traditional and non-traditional sources to achieve a sustainable and predictable funding base for the organisation in the long run;
- Representing TIB and showcasing TIB's work in international, regional and national platforms at home and abroad;
- Supervising and providing effective coaching and mentoring to four programmatic stream Directors, as and when needed, to ensure delivery of high-quality work including effective sync and coordination between the streams or work and cross-cutting affairs;
- Overseeing the operations of management support units including HROD, MEL, IT, and Internal Audit; and
- Providing strategic support and performing other duties in the interest of and as assigned by the organisation.

Educational qualifications, experience and other skills:

The applicant must have -

- Advanced degree, preferably Ph.D., in a subject of social science, liberal arts, business or related discipline;
- At least 17 (seventeen) years of professional experience in a relevant sector, of which at least 10 (ten) years in a senior position of research, management, academic and/or policy leadership position in a reputable institution(s) is necessary;
- Secured first class/division in at least two levels of public examinations from secondary education and above. Candidates with a third division or a GPA below 2 in SSC/HSC or a CGPA below 2.5 as applicable, are not considered to meet the necessary requirements;
- Candidates having experience and expertise in thematic areas directly related to governance and anti-corruption involving evidence-based advocacy and civic engagement shall have an advantage;
- Strong work ethic with proven skills of supervision, motivation, teamwork and inspirational leadership in a rights-based, multidisciplinary, diverse, challenging institutional context;
- Proven expertise in strategic planning, policy development, organisational and programme development and management, and resource mobilisation;
- Experience in managing a broad range of activities dealing with various international organisations and related institutions;
- Credible research and publications in areas related to governance, democracy, justice, and rule of law shall have an advantage; Knowledge of human rights, gender, and social protection will also be an advantage;
- Demonstrated ability to deliver on complex project development and implementation against stiff deadlines and within a limited budget ensuring value for money, with a good record of donor liaison; Experience in developing, managing and coordinating multiple projects/programmes in a reputed organisation will also be an advantage;
- Ability to use sound judgment and initiative, develop options and achieve outcomes;
- Robust relationship management skills to be able to engage with government agencies, civil society partners and other relevant stakeholders;
- Ability to express thoughts clearly, accurately and succinctly in both verbal and written forms and to maintain relations with others with cordiality, tact and balance;
- Effective problem-solving and decision-making skills; Ability to gather and analyse information and solve problems logically and coherently;

- Ability to build trust and respect among colleagues and volunteers and contribute to the grievance redress and resolution of a workplace conflict;
- High regard for self-discipline, punctuality, consistency in words and action, conscientiousness and ability to lead by example; Ability to show great attention to detail, during routine work as well as when working under pressure;
- Ability to align own professional expertise and actions to organisational values and priorities and to respond positively to change and new organisational practices, structures, procedures and technology;
- Exceptional multi-tasking capacity, interpersonal and communication skills, both verbal and written, in Bangla and English; Excellent command of English, both written and spoken, with strong presentation skills; and
- Proficiency in using computer systems and software such as Microsoft Office Suites, word processing, etc., and the internet to research and prepare materials.

Application Procedure:

Interested candidates are invited to send their applications to the Executive Director, with complete details of academic performance, professional record and other relevant information through one of the following three options:

- a) Fill up the prescribed Applicant Information Format which can be downloaded from this link (<https://tibmis.ti-bangladesh.org/vacancy/index.php>) and send it by attaching your CV with a recent passport-size photograph to the following address by post/courier/by hand or email. In addition to the duly filled-up Applicant Information Format, please send a substantive application in one page arguing in favour of your candidacy in three parts – academic background, relevant experience and why you consider yourself competent for the position, **or**
- b) You may directly apply through our HRMS system (by clicking “**apply now**”).

Age limit at the time of application is maximum 60 years. The last date of application is **20 June 2026**. Please note that incomplete applications will not be considered.

Please mention the position applied for in the email subject line and/or on top of the envelop in case of post/courier, and send your application materials to:

Executive Director
 Transparency International Bangladesh (TIB)
 MIDAS Centre (Level 4 & 5), House # 05, Road # 16 (New) 27 (Old)
 Dhanmondi R/A, Dhaka-1209.
 e-mail: **vacancy@ti-bangladesh.org**

Before applying for your intended position, please read the following carefully.

Other benefits in addition to gross salary mentioned above include annual performance-based increment, cost of living adjustment, contributory provident fund, gratuity, festival allowance, insurance and other provisions as per the Human Resource Manual.

TIB is an equal-opportunity employer. However, women, minorities and physically challenged candidates are preferred when the necessary qualifications and competencies are met. If an applicant is an immediate family member of anyone involved in TIB s/he must mention it. Such candidates can be employed in TIB only by a special resolution of the Board of Trustees even if duly qualified in the competitive selection process. Any persuasion for employment in TIB is treated as disqualification.

Transparency International Bangladesh is committed to strictly complying with its [Code of Ethics](#), [Gender Policy](#), [Sexual Harassment Complaint and Redress Policy](#), [Safeguarding Policy](#) and other relevant policies for preventing any unwarranted behavior at work, including sexual harassment, exploitation and abuse of children and vulnerable adults, lack of integrity and misconduct. These policies are available in TIB website: www.ti-bangladesh.org. All TIB staff, volunteers and others involved with TIB in any capacity are under obligation to fully abide by these commitments.

Applicants who had applied before for this position need not apply.
