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| **JOB VACANCY ANNOUNCEMENT**  **Date: 31 January 2024**  Bangladesh Lutheran Mission-Finnish (BLM-F) is a non-profitable donation based foreign aid Non-government Organization (NGO) working in Naogaon and Chapai Nawabgonj districts, Bangladesh and looking for a deserving candidate as energetic, experience competent for the post of **Executive Director** for the said organization. The Christian ethnic minority’s male/female candidates are encouraged to apply.  **Name of the Post: Executive Director**  **Job responsibilities**: Planning, organizing and directing the organization’s operations and programs.Developing concept note, project proposal,correspondence to donors for any essential issues and looking for new donors. Correspondence to local authority such NGOs Affairs Bureau, DC, UNO and so on. Developing internal leadership, representing the organization externally/networking.  **Essential Requirements:** Bachelor/ Master's Degree in any recognized Education Institution. Working knowledge in any NGOs on health and development, minimum 10 (ten) years' work experience and preparation of quality reports to donors and local authority. Experience on Results Based Management, writing project concept notes and project proposal to donors. General knowledge of financial management, basic compute skills, capable for writing Bangla and English as well as fluent in speaking English.  **Age:** Over 35 years  **Salary and benefits:** Minimum tk. 60,000 but negotiable for experience candidate  **Job Location:** Bangladesh Lutheran Mission-Finnish (BLM-F) Bangabaria, Naogaon-6500  **How to Apply:** Interested candidates are requested to apply a cover letter along with updated CV (mentioning two references’ name) and recent passport size photograph to this email ID [edforblmf@gmail.com](mailto:edforblmf@gmail.com) on or before **29 February 2024.** Please write the name of the position you are applying for at the subject head in your email.  **Cautions**  Only short-listed candidates will be invited for the interview. Any kind of persuasion will be considered as ineligibility. "At Bangladesh Lutheran Mission-Finnish (BLM-F) we are committed to zero tolerance of the abuse or exploitation of Children and Vulnerable Adults". Good reputation, good moral character/ ethics, social acceptance/ norms, non-smoker are encouraged to apply Bangladesh Lutheran Mission-Finnish (BLM-F) authority holds the right to accept or reject any or all applications without giving any reasons. |