

Job Description

Deputy Executive Director

The Deputy Executive Director shall have following responsibilities:

These functions will have to be performed by ED in the absence of DED

1. Coordinate and Manage PAF communication strategy and ensure the process of information dissemination, advocacy, publication and media relations
2. Formulate PAF program policies and strategic improvement needs and submit to ED
3. Assist ED to execute PAF policies and directives of PAF board
4. Co-ordinate in preparation of required guidelines based on PAF policy and directives
5. Carry out day-to-day administration of PAF
6. Annually supervise inventory of goods
7. Carry out performance evaluation of professional and support staff, and recommend ED to take disciplinary action against employees for incompetence, negligence, and misappropriation of funds and abuse of power.
8. Prepare annual program budget, periodic status report and annual report
9. Participate in Technical Appraisal Committee (TAC) and chair in absence of ED.
10. Make contracts with PO and CO in line with the prevailing policies
11. Involve in selection of service agencies and supervise service agencies
12. Coordinate and supervise functional units/divisions and hold periodic staffs meetings
13. Assist ED to coordinate with government/donor agencies to facilitate PAF supported activities and services.
14. Supervise communication and MIS unit
15. Undertake field visits for official purposes with the approval of ED
16. Other duties as assigned by ED
17. Report to ED about the performance reports submitted by different divisions
18. Collect & Examine the annual work plan of all professional staffs including Division Chiefs, Portfolio Managers and others
19. Assist ED for the research & development and the analysis of PAF related works/activities
20. Assist ED in the review and assessment of the programs on poverty alleviation carried out by different agencies
21. Approve leave application and travel orders of officer level staffs including division chiefs(experts) for their official visits within the country
22. Supervise & Monitor the performance of different units of the Fund
23. Report to ED periodically on PAF performance, leanings and Policy improvement needs
24. Select Service Agencies and contract out services such as project promotion, training to

potential POs, community awareness, field evaluation and monitoring, research and development studies etc. with the approval of ED

25. Document and disseminate information on monitoring and evaluation "best practices" amongst the POs and COs
26. Keep the records of complaints made by different individuals and agencies about the employees and agencies working with PAF and take necessary steps for the settlement of such complaints. Ensure the same about the corruption related complaints
27. Ensure the implementation of Citizen's Charter in the day to day functioning of PAF and use it as one of the tools of performance evaluation
28. Perform the functions of ED in his/her absence in the office
29. Other activities assigned by ED