



Job Title: Interim Chief Executive Officer

Closing date: April 12, 2014

Duty station: Home-based with missions to project sites and Dhaka, Bangladesh (20 weeks/year).

Salary: Negotiable

Appointment: 1 year, renewable

Organizational setting and reporting

The Waste to Resource (W2R) Fund is a charity registered in the United Kingdom and invests in pro-poor and sustainable solid waste management projects that reduce greenhouse gases in developing countries, especially least developed countries.

The W2R is seeking the services of an Interim Chief Executive Officer to manage the Fund's operations.

1. General. The Interim Chief Executive Officer shall be responsible for the general and active management of the affairs of the W2RF, subject to the supervision and control by W2RF's Board of Directors (the "Board"). The Chief Executive Officer shall have the specific duties set forth herein and in the W2RF's bylaws, and such other duties as the Board may from time to time prescribe.
2. Reporting to the Board and Participation in Board Meetings. The Interim Chief Executive Officer is responsible for reporting to the Board on the activities of the W2RF and participating in its meetings from time to time as requested by the Board. To the extent requested by the Board, the Chief Executive Officer shall ensure that appropriate staff members are available to assist at Board meetings.
3. Reporting to the Chairperson of the Board. The Interim Chief Executive Officer is responsible for promptly, regularly and fully informing the Chairperson of the Board about the current affairs, activities and finances of the W2RF, and for obtaining the Chairperson's advice and approval in all cases where this may be required by the Articles, Bylaws or Operational Manual/Investment Manual.
4. Authority to sign contracts. The Interim Chief Executive Officer generally prepares or causes to be prepared and signs contracts, investment documents, leases, tax returns, grant agreements, applications for permits and registrations, and all other written documents on behalf of the W2RF, subject to any approvals by the Board.
5. Liaise with Governmental organizations, local communities, NGOs, businesses, donors, and media. The Interim Chief Executive Officer generally represents and promotes the W2RF's interests in day-to-day dealings and on-going liaison with representatives of the governments of the Participating Countries; local and international non-governmental organizations; local and international businesses; multilateral and bilateral international donor agencies; foundations and wealthy individuals who are potential donors to the W2RF; local and international scientific and educational institutions/associations/individuals; regional institutions; and local and international media.



6. Mapping of Potential Partners and Fund Raising Strategy: The Interim Chief Executive Officer collaborates with members of the Board to plan and agree on identification of potential partners and future fund raising strategy for the W2RF. A significant amount of the Interim Chief Executive Officer's time, particularly in the first two years of the W2RF's existence, might be devoted to the development and implementation of the W2RF's fundraising strategy and in securing and mapping of potential partners and investor. The Chief Executive Officer shall research and identify potential donors/investors, meet with and make presentations to potential partners/ donors, and travel to different countries in connection with the foregoing efforts. The Interim Chief Executive Officer is responsible for the development and implementation of long-term strategic plans with focus on sustainability of the fund, annual operating plans, internal operations manuals and policies, and annual budgets, for consideration and approval by the Board.

8. Coordination with other initiatives. The Interim Chief Executive Officer interacts with other donor-funded initiatives and government initiatives in order to coordinate efforts, achieve greater efficiencies and synergies, access additional potential sources of funding.

9. Hiring and Supervision of Staff. The Interim Chief Executive Officer generally hires the other staff of the W2RF based on Board-approved budgets and authorization (except for positions that may require Board approval), prepares work-plans for such other staff, supervises the proper performance of their duties, evaluates and (if necessary) terminates other staff.

10. Maintaining financial records and accounts. The Interim Chief Executive Officer ensures the proper preparation and maintenance of financial records and accounts of the W2RF, either directly or by supervising other officers and staff who may be charged with that responsibility.

11. Administration, Monitoring and Evaluation of Investment and Grants: The Interim Chief Executive Officer is responsible for administering Board-approved transfers of funds to different projects as well as monitoring progress of other grants such as UNFCCC and UNESCAP. Submission of reports to Gates Foundation as well as Charity Commission of UK along with submission of Audit report to the regulators in UK.

Qualifications

Competencies:

Professionalism. Experience in partnership development and fundraising. Progressively responsible experience in programme/fund management. Demonstrated organizational and management experience in administering staff, developing and implementing a detailed budget and other resources. Familiarity with carbon financing mechanisms, including Nationally Appropriate Mitigation Actions (NAMAs) and sources of carbon and climate financing. Ability to work with people from various cultures and professions and successful experience in working with boards and external audiences is desirable. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.



Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Planning& Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Vision: Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization's strategy and the work unit's goals; generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities.

Judgment/Decision-making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

Education

Advanced university degree (Master's degree or equivalent) in Economics, Law, Business Administration/ Public Administration, Engineering or related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. A PhD degree would be an advantage.

Work experience

A minimum of five years of progressively responsible experience in programme management, fund management and/or partnership development. Experience in marketing and fund raising would constitute an advantage.

Languages

Fluency in English is required.

Appointment:

The Interim Chief Executive Officer shall enter into an employment agreement with the W2RF for an initial period of one year. The Chief Executive Officer's position will be contracted on an annual basis. Provided he/she continues to meet and/or exceed the above described objectives by the Board, as set forth in the employment agreement, this contract will be renewed. An annual review and evaluation will be concluded each year and will be the basis for the Chief Executive Officer's continuing appointment and salary increases