Position: Manager, Human Resources
Location: Based in Dhaka
Reporting to: Chief Operations Officer
Employment Type: Full-time, paid
Start Date: January 1, 2018
App Deadline: Rolling

About Teach For Bangladesh
Teach For Bangladesh (TFB) believes that every child in Bangladesh – regardless of socio-economic circumstance – deserves the opportunity for an excellent education. Our mission is to launch a movement of capable, committed, and compassionate leaders who share vision of an equitable Bangladesh and are working tirelessly inside and outside the nation’s classrooms to expand educational opportunity for all children.

Our flagship Fellowship program enlists highly talented graduates to spend two years teaching full-time in low-income schools. During that time, we train and support Fellows as they expand the academic achievement, access and aspirations of their students. The program also prepares Fellows to become lifelong leaders, who will spearhead systemic change across a diverse array of sectors in Bangladesh.

In 2018, the program will consist of 90-100 Fellows, teaching in 30-35 under-resourced schools in Dhaka city, directly impacting over 6000 disadvantaged students. In addition, we will have 55 alumni who have completed the Fellowship and are continuing to drive impact from beyond the classroom.

Learn more about us at: www.teachforbangladesh.org
Watch a video about working at Teach For Bangladesh: http://goo.gl/ChjE6d
Learn more about the global network Teach For All at: www.teachforall.org

Position Summary
The Manager, Human Resources will be responsible to Senior Leadership Team for developing a high-performing function with a vision to establish Teach For Bangladesh as an employer of choice in Bangladesh. S/he will work alongside Chief Operation Officer to build TFB’s talent strategy – attracting, developing and retaining top talent in the organization. S/he will work with COO and Senior Leadership Team to shape and drive strong organizational culture and staff engagement. This position is ideal for someone who is looking for an opportunity to take on a managerial role in a dynamic, evolving and fast-paced non-profit that strives to have a tremendous, long-term impact on education in Bangladesh.

Major Responsibilities
- Support to Senior Management Team to update and manage TFB’s talent sourcing strategy and fill critical open roles
- Execute strong data driven processes across the talent acquisition cycle (sourcing, screening, selecting, matriculation, onboarding)
- Manage and further develop toolkits to support the selection of staff (interview guides, project plan exercises, review forms etc.)
- Support Senior Leadership Team in maintaining strong organizational culture and high levels of employee engagement
- Champion Teach For Bangladesh’s core values and play a leadership role in ensuring that all staff members have a strong understanding of and investment in our core values
- Receive training in Conscious Leadership – (a set of personal leadership principles TFB has adopted) – and act as a facilitator for others
- Update and roll out a strong and culturally fit performance management system at TFB

It takes leaders to build leaders.
• Support CEO and COO to revamp TFB’s compensation philosophy and structures as needed
• Drive staff capacity planning process and changing organizational structure to meet the evolving needs of the organization as it grows
• Support hiring managers in the design and execution of onboarding process for new employees
• Ensure that all hiring and performance management practices adhere to appropriate employment laws
• Maintain employee records and data
• Serve as primary liaison to the Finance team to ensure the accurate transfer of data and proper documentation for all employee actions (especially for payroll)
• Ensure the safety and well-being of all staff

Minimum Qualifications
• Deep understanding of and strong alignment to Teach For Bangladesh mission, vision and core values (see http://www.teachforbangladesh.org/about-us/core-values/).
• Desire and ability to effectively operate independently and as part of a team in a high-intensity, high-uncertainty start-up environment, with a results-oriented culture.
• Enduring desire to learn and grow through feedback and reflection
• Ability to build and sustain strong relationships with a diverse pool of individuals
• Ability to compellingly present to small and large groups
• Strong organization with proven time management skills and experience creating efficient systems to juggle multiple projects simultaneously
• Track record of taking an uncommon level of personal responsibility in achieving professional goals

Education, Language and Previous Work Requirements
• Bachelor’s degree from a reputable local or foreign university required.
• Postgraduate degree in related field is preferred, but not essential.
• Exceptional fluency in written and spoken English is essential.
• Fluency in spoken Bangla strongly preferred. Proficiency in written Bangla is also helpful but not required.
• 3-5 years of work experience, with at least 2 years direct managing a team.

Compensation
Salary is competitive in the Bangladeshi development context and depends on qualifications prior experience. Benefits include festival bonus, medical insurance, a generous leave policy, and possible opportunities for travel. Additionally, there is ample opportunity for professional development and mobility within the organization, as well as access to professional development through the global network Teach For All.

How to Apply
Please email your resume and a one-page cover letter to careers@teachforbangladesh.org. Please indicate the position applied for in the subject line. Your cover letter should be no longer than one page and answer the following questions:
• Why are you interested in Teach For Bangladesh?
• What compelled you to consider this specific position?
• What strengths/experience would you bring to this position?

Please note, only short-listed candidates will be contacted.

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