

Infrastructure Investment Facilitation Company

An Enterprise of Economic Relations Division, Ministry of Finance

JDPC Bhaban (3rd Floor)

145, Monipuripara, Tejgaon, Dhaka-1215

Position: Executive Director (Power & Energy)

Grade: 2nd Grade (IIFC).

Pay Scale: 90,000+3,000 Annual Increment (Negotiable)

Other Benefits: House rent, medical allowance, conveyance allowance, two festival bonuses, boishakhi bhata, provident fund, gratuity, performance pay, leave encashment, Mobile allowance and other admissible benefits as per company policy.

Responsibilities:

The job responsibilities of Executive Director (Power & Energy) include but not limited to the followings:

- Supervise all matters related to the preparation of contract documents for infrastructure projects/ PPP projects/power and energy sector projects ensuring transparency and competitiveness in contracts and procurement processes;
- Carryout all transaction activities including preparation of bid documents, RFP, RFQ, RFB, case specific customized concession agreement, along with assistance in bid evaluation, bid award, negotiation and execution contract as when required by the clients;
- Risk analysis and preparation of risk matrix for the assigned projects and fair allocation of risk to each party in contract documents and evaluate risks and their mitigation;
- Prepare model contract document in line with the existing laws and policies for consistent application in bidding and contract documents;
- Perform forecast/ demand analysis of project outcome for conducting feasibility study;
- Carry out and supervise feasibility study of different infrastructure projects including power and energy sector projects specially assisting in financial modeling, commercial and economic aspects;
- Prepare Financial and Economic model, Cost-benefit analysis, business plan for power and energy sector projects;
- Build and maintain strong relationship with clients and prepare pipeline of projects for IIFC through business development;
- Monitor, co-ordinate and liaison with clients for on-going and potential assignments;
- Prepare document related to business development like EOI, technical and financial Proposal etc.;
- Work with a team of legal, financial and technical experts to develop the bidding documents, feasibility study or any other assignments;
- Carryout quantitative methodologies for short-listing of bidders and evaluation of bids to ensure transparency and competitiveness in the bidding processes;
- Set strategic objectives to achieve goals;
- Lead and coordinate of all associated core functions;
- Any other duties assigned by the Managing Director of IIFC;

Qualification:

- B. Sc. in Engineering (Electrical/Mechanical/Civil) or related subjects from any reputed university. Candidates having master's degree in engineering will get preference.
- At least 20 (twenty) years of experience in business development, project planning, development and management in a reputed government, non-government or international organizations having focus on policy research, consultancy and development projects.
- Excellent interpersonal and communication skills both in English and Bengali.
- Ability to handle multitask and work in pressure.
- Strong analytical and evaluation skill.
- Familiar with international organizations and development partners.
- Proficiency in Microsoft Office.
- Excellent planning and time management skills.
- Excellent leadership abilities.

Age: Maximum 60 years (as on 31 January 2023). Age of candidate can be relaxed for the exceptional and most deserving candidates only.