



**Leathergoods & Footwear Manufacturers  
& Exporters Association of Bangladesh**

## **JOB VACANCY: Head of Research & Policy**

*The Leathergoods and Footwear Manufacturers and Exporters Association of Bangladesh (LFMEAB)* is the recognized trade body that represents most of the major export-oriented manufacturers & exporters of leather goods & footwear in Bangladesh.

LFMEAB is looking for its Head of Research & Policy who is a dynamic individual with a passion for research and a keen interest in the leather and footwear industry. S/he will lead the Research & Policy department of LFMEAB.

This full-time position is available from **1<sup>st</sup> June 2024**. The proposed remuneration range: Tk **70,000-1,10,000** depending on demonstrated knowledge, skills, experience and suitability etc.

Key roles are research and analysis, focal person for policy-related coordination, writing reports and preparing presentations, evidence-based concept papers, informed position statements, writing briefings, maintaining liaison, and producing necessary actions.

### **Major responsibilities:**

- Research and prepare presentations and information material, research papers, and reports on all areas handled by the Association
- Writing both Bangla and English letters to concerned public and private stakeholders to serve the association's interests.
- Studying trade documents, laws, and SROs etc., research on sector-related SRO and FE circulars issued by NBR and Bangladesh bank.
- Liaison with ministries, government organizations, NGOs, business bodies, and the media
- Maintaining international communication.
- Analysis and report preparation on the export-import market trend of leathergoods and footwear sector.
- News related to international leather industries
- Monitoring of Bengali & English print media, conducting a daily press briefing
- Prepare speeches (occasionally).
- Preparation of concept notes on specific issues.
- Web content, features, and related news development for the knowledge & resource center (KRC) online window of LFMEAB & supervising KRC.
- Do other tasks as per instruction by the Management.

**Candidates should fulfill the following requirements:**

- Excellent proficiency in Bangla and English both written and oral.
- 7-10 years of relevant experience in reputed national and international trade bodies or organizations.
- MSS/MBA etc degree from reputed university preferably background in Social Sciences or Business Studies or English etc.
- The candidate is expected to have a good understanding of the working environment of leather, footwear and leathergoods industries.

Interested candidates are requested to submit your CV at [sg@lfmeab.org](mailto:sg@lfmeab.org) by no later than **May 15, 2024**. Only short-listed candidates will be contacted. [www.lfmeab.org](http://www.lfmeab.org)