

Vacancy Announcement

The "Capacity Development for Monitoring and Reporting to Increase the Effective Coverage of Basic Social Services (CDMRI-ECBSS) for Children and Women in Bangladesh (Phase-II)" project under Implementation Monitoring and Evaluation Division (IMED) of the Ministry of Planning intends to recruit (1) Programme Manager (PM), (2) District Results Monitoring Experts (DRME), (3) Programme Assistant (PA), (4) Driver and (5) MLSS for the project period.

Programme Manager (PM) : Educational qualification of minimum second class graduate and postgraduate degree in Social Science/Business studies/other related field and professional experiences as mentioned in job description.

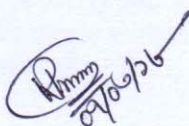
1. **District Results Monitoring Expert (DRME)** : Educational qualification of minimum second class graduate and postgraduate degree in any subject from Science/ Social Science, preferably in Economics/ Sociology/Anthropology/Statistics and professional experiences as mentioned in job description.
2. **Programme Assistant (PA)** : Educational qualification of at least BA degree and professional experiences as mentioned in job description.
3. **Driver** : Educational qualification of at least class VIII passed and professional experience as mentioned in job description.
4. **MLSS**: Educational qualification of at least SSC passed and professional experience as mentioned in job description.

(For detailed **Job Description** please visit www.imed.gov.bd)

Selected candidates will be offered handsome salary as per approved TAPP.

Application with CV along with two (2) copies of passport size photograph has to be submitted to the Deputy Project Director, "CDMRI-ECBSS (phase II)" project (Room# 23, Block# 11 1st Floor), IMED, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka, by March 25, 2018.

(Md. Muzib-Ul-Ferdous)
Project Director



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Job Description:

The Government of Bangladesh is strongly committed to ensure children's right to life, survival, development, protection and participation. As a result, the country has made substantial progress in many of SDGs indicators linked to children. But the progress is uneven; still a large number of children are deprived of effective coverage of basic social services – health, nutrition, education water and sanitation, shelter and information. Development practitioners and researchers argue that reducing inequality and deprivation requires real time monitoring of implementation that provide policy makers with evidence for real time actions. Thus the Implementation Monitoring and Evaluation Division (IMED) of the Ministry of Planning with the support of UNICEF is going to implement a project titled “Capacity Development for Monitoring and Reporting to increase the Effective Coverage of Basic Social Services for children and women Bangladesh (Phase-II)”. Thus IMED intends to recruit Programme Manager (PM), District Results Monitoring Expert (DRME), Programme Assistant (PA), Driver and MLSS for the project for a period of three years, from March 2018 to December 2020.

1. Programme Manager

Educational Qualification: Minimum Second class graduate and postgraduate degree in Social Science/Business studies/other related field.

Professional Experience: At least 5 years experience in development projects and experience in the similar project implementation will be given preference. He/she will possess excellent communication, interpersonal and good analytical skills. Written and spoken knowledge in English and Bangla. Sound knowledge on MS-Word, Excel, Power Point & Internet and data entry ability to work independently and within diversified team. Candidates will be given preference who was employed in the previous CDMRI-ECBSS project of IMED. Age must be below 40 years.

Responsibilities:

- i. The Program Manager will work under the supervision of PD and will be primarily responsible to the PD and then to the DPD;
- ii. Assist in facilitation of the programme development strategies and annual plans;
- iii. Participate in strategic planning development process and implementation follow up;
- iv. Coordinate with all partners;
- v. Consolidate/Prepare monthly, quarterly and yearly reports according the work plan; analyze, and review the progress of the activities in accordance with the plan;
- vi. Maintain liaison with the partners viz., BBS, BRAC University, ERD, Planning Commission and UNICEF etc;
- vii. Formulate proposal for the release of funds and keep track on the release of funds by UNICEF and liquidate on time;
- viii. Maintain accounts, meet audit objections and all activities related to financial matters and preserve all records.
- ix Assist in organizing PIC, PSC, TAG and other meetings
- x Assist in organizing orientation/training/workshop programmes, joint field visits, inter and intra country exchange visits etc and facilitated. Perform any other project related duties assigned by PD.

Salary: Consolidated as per approved TAPP.

2. District Results Monitoring Expert

Educational Qualification: Minimum 2nd class in graduate and postgraduate degree in any subject from Science/ Social Science. Preferably in Economics/Sociology/Anthropology/Statistics

Professional Experience: At least 5 years experience in development projects and experience in the similar project implementation will be given preference. He/she will possess excellent communication, interpersonal and good analytical skills. Written and spoken knowledge in English and Bangla. Sound knowledge on MS-Word, Excel, Power Point & Internet and data entry ability to work independently and within diversified team. Age must be below 40 years.



Responsibilities: DRME will work under the PD and DPD/PM of the Project;

- Assist in the formulation of M&E plan in line with TAPP and AWP of UNICEF;
 - To co-ordinate with district administration and other district/upazila level officers to implement project objectives.
 - Conceptualize process of result monitoring indicators and guidelines in consultation with the executing agencies.
 - Conduct result monitoring on implementation of the activities with the support of implementing agencies.
 - Assist PIC, PSC, TAG in M&E updates.
 - Prepare M&E monthly, Quarterly and yearly reports;
 - Technically assist in analyzing and preserving the relevant information.
- Prepare and submit reports on M&E to PD. Age must be below 40 years.

Salary: Consolidated as per approved TAPP.

2. Programme Assistant

Educational Qualification: At least BA degree.

Professional Experience: Should have at least 05 (five) years of experience in a development project in office management, financial management and in computer operation. Experience in similar nature of projects will be given preference. Preference will be given candidates who were employed in the previous CDMRI-ECBSS project of IMED.

Responsibilities: PA will work under the PD and DPD/PM of the Project;

Assist the Project Office especially Project Manager in performing all functions viz. preparation of annual development program, project proposal, project plan of actions, monthly reports, composition and typing and data preparation/compilation accounting etc.

Salary: Consolidated as per approved TAPP

3. Driver

Educational Qualification: At least class VIII passed

Professional Experience: Should have minimum 04 (four) years experience in driving light vehicles. Should have valid driving license.

Responsibilities: 01(one) vehicle to be used in project office.

- He will be responsible for the maintenance of the vehicle and keep it functional.
- He will maintain the logbook.

Salary: Consolidated as per approved TAPP


5. MLSS.

Educational Qualification: At least SSC passed

Professional Experience: Experienced person will be preferred

Responsibilities: He will be responsible for the maintenance of the office and other support work

Salary: Consolidated as per approved TAPP.

A handwritten signature in blue ink, possibly reading 'R. H. M.', is written above the date '09/09/13'.