

VACANCY ANNOUNCEMENT

Transparency International Bangladesh (TIB) is inviting applications for appointment to the following posts for its project titled *Paribartan - Driving Change*. The goal of the project is to achieve positive changes in policies and practices conducive to accountable and transparent governance in Bangladesh. The specific objectives include strengthening the National Integrity System, reducing costs of corruption and improving citizens' access to entitlements through a strengthened and sustained social movement against corruption. Working through an intensified national level advocacy and an up-scaled local level citizens' engagement, the project will strive to achieve better enforcement of policies, laws and rules at both national and local level.

Application Procedure

*If you intend to apply for any position mentioned below, please send your application with complete details of academic performance, professional record and other relevant information using the prescribed **Applicant Information Format** which can be downloaded from the following link (www.ti-bangladesh.org/vacancy). In addition to the duly filled up Applicant Information format, please send a substantive application in one page arguing in favour of your candidacy in three parts – academic background, relevant experience and why you consider yourself competent for the position. Attach one recent passport size photograph and send to the following address by post/courier or email within **February 25, 2010**.*

Senior Manager - Human Resources
Transparency International Bangladesh
House 141, Road 12
Block – E, Banani, Dhaka-1213. e-mail:va1001@ti-bangladesh.org

Before applying for your intended position, please read the following carefully.

All applicants to TIB must have secured at least 2nd division/class in all public examinations from secondary & above. Those with 3rd division/class in any stage of academic life should not apply. Excellent communication skill, written and oral, both in Bangla and English is necessary for all positions, so is basic computer knowledge.

In addition to the respective gross salary mentioned under each item, other benefits for TIB staff are: annual performance-based increment, cost of living adjustment, contributory provident fund, gratuity, festival allowance and insurance.

TIB is an equal opportunity employer. However, women, minority and physically challenged candidates are preferred when the necessary qualifications and competencies are met. If an applicant is an immediate family member of anyone involved in TIB s/he must clearly mention it. Such candidates can be employed in TIB only by a special resolution of the Board of Trustees even if duly qualified in the competitive selection process. Only short listed candidates will be invited for interviews. Any persuasion is treated as disqualification.

TIB strictly observes a policy of zero tolerance to corruption, and all employees are committed to observe TIB Code of Ethics available in TIB website www.ti-bangladesh.org, which also contains further information about TIB's work. TIB is a non-smokers' organisation. Smokers may apply on condition that if selected, smoking will be abandoned within 3 months of joining.

1. Senior Programme Manager – Civic Engagement (1 position based in Dhaka)

Job highlights:

As a senior member of the Civic Engagement (CE) division the Senior Programme Manager - CE will:

- Contribute to developing strategies & policies for deeper and wider engagement of citizens in anti-corruption movement;
- Plan and coordinate implementation of project activities at local level through the Committees of Concerned Citizens (CCCs);
- Take initiatives for capacity building of CCCs and Youth Engagement & Support (YES) groups;
- Participate and make presentations in various anti-corruption events in the field level;
- Maintain liaison with like-minded organizations/agencies and individuals, and build issue-based alliances and networks, where possible;
- Lead the formation process of new CCCs;
- Prepare periodic plans of work and progress reports;
- Periodically review policies & procedures of work of the CE division, and assess and evaluate results thereof;
- Monitor the budget and expenses for programme implementation; and
- Perform any other tasks as assigned by the authority.

Qualification and Experience:

Applicant, preferably within the age limit of 45, must have a Masters or equivalent degree with honours in a social science. Minimum 8 years of relevant work experience, of which at least five years in managerial position. Expertise and experience in social mobilization and team-building for awareness and participatory campaign for social change are essential. The ideal candidate should have strong leadership, supervision, communication and staff management capacity. Although the position is Dhaka-based, the selected candidate should be prepared to undertake frequent field visits. The selected candidate must be comfortable working with people of divergent age-groups and various social, economic and professional identity.

Salary and benefits for the position:

Gross initial salary Tk. 67,400.00 per month plus other benefits as per relevant rules of TIB.

2. Senior Programme Manager – Outreach & Communication (1 position based in Dhaka)

Job highlights:

As a senior member of the Outreach & Communication (O&C) division the Senior Programme Manager – O&C will:

- Contribute to designing and implementation of strategy for outreach and communication;
- Plan, implement and monitor the production of TIB's publications, IEC materials including the quarterly newsletters;
- Organize Investigative Journalism Award & Training Programme;
- Identify advocacy issues and design communication strategies;
- Liaison with media by establishing contacts and building relationships with national & local journalists;
- Design and implement activities related to Right to Information;
- Organize publicity events (press conferences, roundtable discussions, seminars etc.);
- Manage dissemination of all types of communication materials among relevant stakeholders;
- Prepare periodic plans of work, monitor and evaluate progress and report on the same;
- Prepare and track the budget and expenses for programme implementation; and
- Perform any other tasks as assigned by the authority.

Qualification and Experience:

Applicant, preferably within the age limit of 45, must have a Masters or equivalent degree with honours in Mass Communication & Journalism or a related social science subject. Minimum 8 years of relevant work experience, of which at least five years in managerial position. Expertise and experience in media relations and communications are essential. The ideal candidate should have strong leadership, supervision, communication and staff management capacity. Although the position is Dhaka-based, the selected candidate should be prepared to undertake field visits. S/he must be comfortable working with people of diversified age-groups and various social, economic and professional identity.

Salary and benefits for the position:

Gross initial salary Tk. 67,400.00 per month plus other benefits as per relevant rules of TIB.

3. Programme Manager – Civic Engagement (1 position based in Dhaka)***Job highlights:***

As a member of the Civic Engagement (CE) division the Manager - CE will:

- Overall Planning, formation & oversee of CCCs in their anti-corruption initiatives;
- Coordinating, budgeting, implementing and monitoring of planned activities at local level;
- Communication between HQ and Local level campaign and with other units when necessary for better planning, implementation and coordination;
- Contribute in developing different strategies & policies;
- Provide Support to Research work and facilitate to run Advice and Information Desk (AI-Desk);
- Support to Youth Engagement and Support (YES) activities;
- Provide assistance in financial, administrative and HR activities;
- Report writing and documentation to showcase project's achievements, learning, failure and challenges;
- Arrange and facilitate different training programs for the agents of change;
- Assist CCC to undertake issue-based networking & collaborating activities with the like-minded organization; and
- Perform any other tasks as assigned by the authority.

Qualification and Experience:

Applicant, preferably within the age limit of 40, must have a Masters or equivalent degree with honours in a social science subject relevant to governance and development. Minimum 6 years of relevant work experience, of which at least 3 years in managerial position. Expertise and experience in social mobilization and team-building for awareness and participatory campaign for social change are essential. The ideal candidate should have strong leadership, supervision, communication and staff management capacity. Although the position is Dhaka-based, the selected candidate should be prepared to undertake frequent field visits. The selected candidate must be comfortable working with people of divergent age-groups and various social, economic and professional identity.

Salary and benefits for the position:

Gross initial salary Tk. 49,800.00 per month plus other benefits as per relevant rules of TIB.

4. Manager - M&E (1 position based in Dhaka)***Job highlights:***

As a member of the M&E Unit the Manager-M&E will:

- Develop appropriate state-of-the-art monitoring and evaluations techniques, indicators, tools and processes as per needs of the project;
- Make frequent fields visit throughout the country for monitoring and evaluation purpose;
- Working in collaboration with other relevant members of the project staff, collect, process and analyze qualitative and quantitative data for the M&E unit;
- Ensure quality control in the generation, flow, processing, analysis and management of the data;
- Independently analyze the M&E data and produce reports in Bangla and English;
- Continuously review and update the data collection tools, techniques and indicators for on-going project activities, at both national and local levels;
- Assess and identify the need and scope of continuous improvement in the M&E system and recommend measures;
- Assist in adapting the project implementation process with changing needs;
- Independently develop training module and conduct/facilitate training sessions on M&E system relevant to the project; and
- Discharge any other M&E relevant tasks that may be assigned by the authority.

Qualification and Experience:

Applicant, preferably within the age limit of 40, must have a Masters or equivalent degree in Social Science preferably Statistics, Sociology, Anthropology, Economics and Development Studies. Advanced degree, diploma and training in M&E is highly desirable. Computer proficiency in word processing, database, spreadsheets, including advanced skills in SPSS and MS Access also required for the post. At least 6 years experience of work in monitoring and evaluation of project(s) on governance and social change is required.

Proven capacity of teamwork, managerial and supervision skill is essential. Candidates must have excellent skills of inter-personal relationship and communication, both oral and written, in Bangla and English.

Salary and benefits for the position:

Gross initial salary Tk. 49,800.00 per month plus other benefits as per relevant rules of TIB.

5. Area Manager - Civic Engagement (10 positions based in the field)***Job highlights:***

As a member of the Civic Engagement Division based in the field, the Area Manager will:

- Coordinate and implement all project activities with the guidance and advice of the Committee of Concerned Citizens (CCC);
- Maintain regular contact with Convener, Co-Conveners and other Members of the CCC, the Advisory Committee and members of CCC-Friends named "Shocchotar Jonno Nagorik" (Shojon);
- Coordinate the activities organized by the Youth Engagement & Support (YES) Group and YES Friends;
- Assist CCC & YES in planning and implementation of activities in the given CCC area including logistic support to such events as advocacy meetings, press conferences, seminars, Workshops, Theatre Shows & Cultural events;
- Assist CCC in organizing various awareness raising activities for strengthening social movement against corruption;
- Supervise the activities of Programme Associate (A&F);
- Undertake issue based networking & collaborating activities with the like-minded institutions/agencies – GO/NGO/Media/individuals;
- Assist CCC to set up and conduct Advice and Information Desk (AI-Desk) - in-house and satellite;
- Work in collaboration with, and assist, members of the staff of other divisions in implementing CCC-level activities;
- Prepare periodic plan of work and progress report including best practice documentation in Bangla and English;
- Discharge reporting and coordination role, as applicable, with Head Office;
- In collaboration with other members of the staff based in CCC, ensure overall administrative and financial management and coordination of activities of CCC-YES;
- Maintain different registers i.e. movement register, stock register etc;
- Arrange and participate in activities at CCC level including monthly meetings of CCC & YES and prepare reports thereof;
- Organize & participate in periodic sub-regional and regional meetings and annual Conventions of CCC & YES meetings & different external meetings; and
- Perform any other relevant tasks as assigned by the authority.

Qualification and Experience:

Applicant, preferably within the age limit of 35, must have a Masters or equivalent degree in a social science or any other subject relevant to governance and development. At least 4 years relevant experience is essential, of which 2 years as head/in-charge of an area office of a national NGO. Candidates with experience in managing and coordinating social mobilization, community work and youth mobilization would have advantage.

Salary and benefits for the position:

Gross initial salary Tk. 29,575.00 per month plus other benefits as per relevant rules of TIB.

6. Programme Associate - Finance & Administration (10 positions based in the field)

Job highlights:

As a member of the Civic Engagement Division the Programme Associate-Finance & Administration will:

- Assist the Committee of Concerned Citizens (CCC) in administrative and financial management of its activities;
- Prepare and monitor annual budget for CCC;
- Prepare vouchers and maintain books of accounts;
- Manage cash and bank transactions;
- Prepare monthly bank reconciliation statement;
- Prepare periodic financial reports;
- Assist CCC in procurement of goods and services;
- Manage store and fixed assets of CCC office;
- Provide support to internal and external auditor;
- Assist CCC & Youth Engagement and Support (YES) in programme implementation;
- Work in collaboration with all members of the field-based staff from other divisions; and
- Perform any other relevant tasks assigned by the authority.

Qualifications & Experience:

Applicant, preferably within the age limit of 32, must have a Masters or equivalent degree in Commerce, Accounting, Finance or Management. Those having completed CA course will have an added advantage. At least 2 years of experience in similar position in a reputed organization is needed. Good skills in MS Word and MS Excel including experience of IT-based accounting system are essential.

Salary and benefits for the position:

Gross initial salary Tk. 20,120.00 per month plus other benefits as per relevant rules of TIB.
