



# VACANCY ANNOUNCEMENT

The United Nations Development Programme (UNDP), Bangladesh seeks applications from Bangladeshi nationals for the following positions under an UNDP-funded GOB programme, BGD/96/007 - Sustainable Environment Management Programme (SEMP). The Programme duration is for 5 years and service contract will be issued on renewable basis for the programme period, depending on performance, as per National Execution rules and procedures of UNDP-funded projects/programmes.

**1. Post Title:** Programme Coordinator

**Duty Station:** Programme Management Unit (PMU), Ministry of Environment and Forest, Bangladesh Secretariat, Dhaka

**Duties and Responsibilities:**

The Programme Coordinator will be under the overall supervision of the National Programme Director of SEMP. The Coordinator will be an integral part of the programme management team of UNDP funded BGD/96/007 - Sustainable Environment Management Programme (SEMP). The Programme duration is for 5 years and service contract will be issued on renewable basis for the programme period, depending on performance as per National Execution rules and procedures of UNDP-funded projects/programmes.

**Specific Duties and Responsibilities:**

- Provide necessary support to the National Programme Director (NPD) in the administration, implementation, monitoring and evaluation of the multi-component programme.
- Assist NPD in reviewing implementation plan of Sub-Implementing Agencies (SIAs), relevant budgets, requests for advance of funds from SIAs and reporting to donor.
- Assist NPD in financial management/disbursement with accountability to donor and government audit.
- Assist the NPD in supervising programme personnel, both professional and support staff, in PMU in discharging their duties.
- Assist the NPD in coordinating the activities of all 26 components of the programme, maintaining liaison with SIAs, donors and other concerned bodies
- Responsible for overseeing maintenance of all programme properties including vehicles and equipment under Ministry's components.
- Assist NPD in policy issues and any other matters as required for the smooth implementation of the programme.

**Qualifications:**

- Preferably Ph.D. in Public Administration, Management or Social/Natural/Physical Science with a strong background in environment related projects/programmes in a managerial capacity. Experience in NEMAP process would be considered an asset.
- At least 15 years of relevant professional experience, preferably including managerial experience in donor-aided projects/programmes.
- Proven track record in working with Government agencies/donors.
- Fluency in spoken and written English and Bangla is essential.
- Computer Skills essential.

**Remuneration:** A consolidated salary between the range of Taka 88,000 - Taka 106,000 per calendar month will be paid which is all inclusive; transport facilities will be provided for official purpose only. Daily subsistence allowance (DSA) will be provided for field travel outside of Dhaka as per UNDP rules and procedures. Government leave rules for National Project Professional Personnel (NPPP) will be applicable.

**2. Post Title:** Policy Coordination Specialist

**Duty Station:** Programme Management Unit (PMU), Ministry of Environment and Forest, Bangladesh Secretariat, Dhaka

**Duty and Responsibilities:**

The Policy Coordination Specialist will be under the overall supervision of the National Programme Director of SEMP. The Policy Coordination Specialist will be an integral part of the programme management team of UNDP funded BGD/96/007 - Sustainable Environment Management Programme (SEMP). The Programme duration is for 5 years and service contract will be issued on renewable basis for the programme period, depending on performance as per National Execution rules and procedures of UNDP-funded projects/programmes.

**Specific duties and Responsibilities:**

- Assist in policy and legislation issues, maintaining close liaison with Policy and Legislation component sub-implementing agency
- Deal with international issues on environment including Protocols and Conventions and provide necessary support to the Ministry in this regard.
- Provide any necessary support to the National Environment Council (NEC) and the Executive Committee on NEC.
- Provide inputs to the Parliamentary Committee on Environment
- Maintain effective coordination with environmental focal points of relevant ministries, donors, sub-implementing agencies, other NGOs, civil society bodies, private sector as well as local committees.
- Maintain public relations with all actors and assist in publicising SEMP activities in the media and otherwise.

**Qualifications:**

- Preferably Ph.D. in Environmental Law/Policy/Economics, Social/Natural/Physical Sciences or Public Administration or Management with a strong background in environmental legislation/policy.
- At least 15 years (relaxable in cases of desirable candidates) of relevant professional experience.
- Proven track record in working with Government agencies/donors.
- Excellent command over both written and oral communication in English is essential.
- Computer Skills essential

**Remuneration:** A consolidated salary between the range of Taka 62,000 - Taka 88,000 per calendar month will be paid which is all inclusive; transport facilities will be provided for official purpose only. Daily subsistence allowance (DSA) will be provided for field travel outside of Dhaka as per UNDP rules and procedures. Government leave rules for National Project Professional Personnel (NPPP) will be applicable.

**3. Post Title:** Human Resources Development Specialist

**Duty Station:** Programme Management Unit (PMU), Ministry of Environment and Forest, Bangladesh Secretariat, Dhaka

**Duty and Responsibilities:**

The Human Resources Development (HRD) Specialist will be under the overall supervision of the National Programme Director. The HRD Specialist will be an integral part of the Programme Management Unit and will be responsible for the development of capacities of various personnel/organisations/agencies related to the programme. The Programme duration is for 5 years and service contract will be issued on renewable basis for the programme period, depending on performance as per National Execution rules and procedures of UNDP-funded projects/programmes.

**Specific duties and Responsibilities:**

- Carry out the personal management of all programmes staff in PMU and components under Ministry's implementation.
- Oversee the recruitment of consultants in various components to be directly implemented by the Ministry.
- Assess training needs and develop training modules as specified in Programme Support Document. Organise training courses for relevant people/groups.
- Develop a MIS and documentation system for internal and external use.

**Qualifications:**

- Preferably Ph.D. in Development Management/Training, Public Administration, Social/Natural/Physical Science with experience in development related HRD.
- Minimum of 15 years (relaxable in case of desirable candidates) of professional experience in Administration/Programme Management and imparting development related training.
- Prior working experience with Government/donor agencies would be considered as an additional qualification.
- Excellent command over both written and oral communication in English and Bangla is essential.
- Excellent computer skills essential, a practical experience of MIS preferred.

**Remuneration:** A consolidated salary between the range of Taka 62,000 - Taka 88,000 per calendar month will be paid which is all inclusive; transport facilities will be provided for official purpose only. Daily subsistence allowance (DSA) will be provided for field travel outside of Dhaka as per UNDP rules and procedures. Government leave rules for National Project Professional Personnel (NPPP) will be applicable.

**4. Title:** Administrative/Accounts Assistant

**Post level:** GS-5 (Salary range between Taka 25,593 - Taka 28,202 per month, consolidated)

**Duty station:** Programme Management Unit (PMU), Ministry of Environment and Forest, Bangladesh Secretariat, Dhaka

**No. of position:** 1

**Duties and responsibilities:**

Under the general supervision of the Programme Coordinator and/or National Programme Director, the incumbent will perform a variety of relatively complex duties related to standardized accounting and administration in addition to general duties of advanced secretarial nature under an UNDP-funded GOB programme, BGD/96/007- Sustainable Environment Management Programme. The Programme duration is for 5 years and service contract will be issued on renewable basis for the programme period, depending on performance as per National Execution rules and procedures of UNDP-funded projects/programmes.

**Specific duties and responsibilities:**

- Prepares in consultation with Programme Coordinator and/or National Programme Director draft budget revisions and rephasings based on Programme Delivery Reports (PDRs)
- Prepares periodic accounting records by recording receipts and disbursements (ledgers, cash books, vouchers, etc.) and reconciling data for recurring or financial special reports.
- Compiles and verifies budget and accounting data by researching files, calculating costs and estimating anticipated expenditures from readily available information sources, in particular sub-implementing agencies under the programme
- Maintains close contact with and assists directly, if necessary, the project support staff of 26 sub-implementing agencies under the programme to maintain computerized project budgets, prepare shadow budgets and other financial reporting/ requesting requirements as per National Execution procedures.
- Organizes data and information, prepares and maintains records, files, documents and work plans for the monitoring of Programme implementation by 26 implementing agencies.
- Prepares routine correspondence, technical papers as per specified formats, project or programme plans, and general reference documents as well as general administrative/ financial or specialized tasks related to the programme which may be of a confidential nature within the assigned area of responsibility.
- Contributes to the preparation of reports and submissions to relevant Government authority/donor by providing information and preparing tables. Prepares background information for use in discussions with donor and other organisations.
- Provides logistical and other support to all incoming missions related to the programme in consultation with relevant programme staff: establishes schedules of meetings, transportation arrangements, collection of briefing and background materials and hotel bookings etc. Participates in the briefing or debriefing of project personnel/missions.
- Undertakes field trips as and when required to monitor programme disbursement.
- In addition to general administration responsibilities, may also supervise directly and indirectly tasks of the other support staff under the programme, oversee maintenance of office equipment, maintain transport logsheet and supervise duties of the driver.
- When authorized, make disbursement from petty cash fund, maintains records of these disbursements and balance accounts as required.
- Ensure timely action in close liaison with relevant Programme Staff for all programme equipment issues including procurement, shipment and delivery. Maintain, update and transmit inventory records of non-expendable equipment.
- Responsible for the financial closure of all relevant components under the programme including submission of Terminal Report, transfer and disposal of equipment and processing semi-final and final revisions.
- Any other tasks assigned by the supervisor(s).

**Qualifications:**

- Minimum graduate with at least five years of practical experience in financial accounting/administrative/ programme functions, preferably within the UN system. Familiarity with UNDP budgeting system and National Execution (NEX) rules, regulations and procedures will be given preference.
- Ability to use computer (Windows 95, Word, Excel, WP, Power, Dbase and Lotus 123) and fluency in English and Bangla essential.
- Preference will be given to equally qualified female candidates.

**5. Post Title:** Secretary

**Post Level:** GS 4 (salary range between Taka 22,515 - Taka 25,593 per month, consolidated)

**Duty Station:** Programme Management Unit (PMU), Ministry of Environment and Forest, Bangladesh Secretariat, Dhaka

**No. of position:** 2

**Duties and responsibilities:**

Under the direct supervision of the Programme Coordinator the incumbent performs the following under an UNDP-funded GOB programme, BGD/96/007- Sustainable Environment Management Programme. The Programme duration is for 5 years and service contract will be issued on renewable basis for the programme period, depending on performance as per National Execution rules and procedures of UNDP-funded projects/programmes.

- Type and format programme documents /Letter/notes faxes memos etc. based on draft provided by supervisor and other professionals in the PMU On Word Processor.
- Draft simple and routine correspondence. Make copies of important documents/letters, as required for filing distribution, when required.
- Liaise with relevant people on project related expenditures, equipment and personnel matters as required.
- File all types of documents (incoming/outgoing) in the appropriate files, maintained by the section. Maintain chronological project files including budget files accordingly for use by the programme professionals and NPD.
- Establish schedule of meetings for programme professionals, make necessary transport requisitions and maintain appointments, prepares briefing kits for attending meetings.
- Receive, screen and route correspondences to the appropriate professionals promptly (b) Receive and transmit messages (c) Provide information to callers/visitors/other staff members having inquiries (d) Assist professionals compile and prepare background material, briefing notes for meetings, mission and monitoring exercises.
- Make appointment for supervisor and other professionals in the PMU. Receive and screen in-coming telephone calls.
- Register incoming mails to concerned officer in the group.
- Store important letters/documents/maintenance notes/memorandum in the Sections computer for fast retrieval and print out and build database on names, address, phone numbers, telex/fax/email numbers, etc.
- Provide logistical and other support to incoming missions of the Working Group
- Alternately responsible for entries data in section's budget revision.
- Back-stop supervisor/colleagues during their leaves as and when required.

**6. Post Title:** Messenger

**Post level:** GS - 1 (Salary range between Taka 10,175 - Taka 11,913 per month, consolidated)

**Duty Station:** Programme Management Unit (PMU), Ministry of Environment and Forest, Bangladesh Secretariat, Dhaka

**No. of position:** 3

Under the supervision of the Programme Coordinator, the incumbent performs the following functions under an UNDP-funded GOB programme, BGD/96/007- Sustainable Environment Management Programme. The Programme duration is for 5 years and service contract will be issued on renewable basis for the programme period, depending on performance as per National Execution rules and procedures of UNDP-funded projects/programmes.

- Services primarily as a messenger/office boy in the Programme Management Unit which include the following actions:
  - Carries letters, other communications, reference materials etc. from desk to desk as marked or directed within the Section; Carries the same to other Sections/Units as marked or directed;
  - Arranges with the Registry to distribute, pouch or mail correspondence originating in the Section;
  - Delivers mail outside of office as and when required.
  - Arranges reference materials in proper order on the shelves;
  - Replenishes supplies of stationery, pins and clips etc.;
  - Keeps all the tables/ work stations neat and orderly
  - Liaise with the cleaners to have the furniture, doors, windows, cabinets and the floor of the Section properly dusted, cleaned and mopped prior to start of the day;
  - Liaises with the other messengers for co-ordination of work
  - Liaises with driver pool to arrange transportation to Section staff
  - Performs other duties in the Unit as directed by the supervisor.

Applications marked "Confidential", and including a curriculum vitae (no copies of references, certificates or professional papers to be submitted at this time) should be sent to the Manager, Personnel and Human Resources, Human Resources Section, UNDP, P.O. Box 224, Dhaka-1000 (Fax: 8802-813196) by 12 October 1998.

**Equally qualified women will be given preference**