

DFID Department for International Development

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DFID Bangladesh
British High Commission

VACANCY ANNOUNCEMENT FOR DFID BANGLADESH RURAL LIVELIHOODS TEAM

The British Government's Department For International Development (DFID) assists the GOB, civil society and the private sector in order to implement a development strategy and manage aid programmes which seeks to achieve a consistent and effective contribution to poverty elimination in Bangladesh, reduce inequality, and promote the realisation of people's human rights. Dialogue with Government, development partners, civil society and other stakeholders is a key part of our work. To support DFID's Rural Livelihoods Team, we are seeking to recruit:

(1) DISASTER PROGRAMME MANAGER (SUB-BAND BI)

This position will be responsible for co-ordination, managing and contributing to poverty elimination in Bangladesh by helping poor people reduce their vulnerability to, and losses from, natural disasters. The purpose of the post is to ensure that DFID develops and implements an effective approach to disaster vulnerability reduction, disaster preparedness and disaster response, both through specific disaster programmes and through mainstreaming disaster issues into wider DFID activities in line with DFID's Rural Livelihoods Strategy (RLS) and CSP objectives. The Disaster Programme Manager, RLT will develop DFID's approach to disasters through six main areas of work: (1) Managing existing disaster projects (2) Assisting with identification and development of new disaster management activities (3) Managing non-sector specific projects in any DFID disaster response, and supporting office-wide coordination of such response (4) Supporting others in the RLT (and elsewhere in DFID where appropriate) to integrate reduction of vulnerability to natural disasters into other DFID projects (5) Promoting better coordination and lesson-learning on disasters in liaison with other donors, NGOs and Government of Bangladesh agencies (6) Further development of DFID's disaster strategy, including maintaining/refining our own response preparedness.

Duties will include:

(1) Maintain oversight of contractor and partner performance and relationships on existing disaster projects to ensure that any problems with project quality and impact are identified and addressed. (2) Ensure that regular formal monitoring of ongoing disaster projects and programmes is undertaken, and that such activities are adequately evaluated on completion (3) Work closely with the Programme Officer, RLT to ensure that contractual and financial administration and reporting for all disaster programmes and projects is carried out efficiently and effectively. (4) Assist the Natural Resources and Environment Adviser and other members of the RLT in identifying and developing future disaster interventions which contribute to the achievement of the RLS 'reduced vulnerability' objective (5) Maintain awareness of any impending natural disasters, and convene and advise the Core Disaster Group when DFID should be considering a response (6) Support the Deputy Head of Office (in the case of a large response) or the NREA (in the case of a smaller response) in coordinating any DFID disaster response to ensure that DFID acts rapidly, flexibly and effectively to meet priority unmet needs (7) Identify and manage non-sector specific projects as part of any response (8) Support others in the RLT (and elsewhere in DFID where appropriate) to integrate reduction of vulnerability to natural disasters into other DFID projects, through advice as requested on specific activities, and proactive engagement with parts of the programme where disaster mainstreaming may be possible (9) Represent DFID in the Local Consultative Group's Disasters and Emergency Response subgroup and other coordination fora to promote a more effectively coordinated national approach to disasters (10) Maintain liaison with partner organisations to learn and disseminate lessons from their and our disaster activities (11) Maintain awareness of the major developments in disaster policy, practice and research in Bangladesh (12) Contribute to the development and continued improvement of the DFID approach to disasters (as set out in the Disaster Strategy) to ensure a stronger focus on disaster vulnerability reduction, and a more strategic disaster response framework (13) Develop, disseminate and maintain awareness across the office of DFID disaster response operating procedures (14) Participate as required in the preparation of the Country Strategy Paper, the review and updating of the Rural Livelihoods Strategy, and other policy and resource discussions as appropriate (15) Ensure the integration principles arising from DFID strategy development e.g. gender and environment into disaster response activities (16) Maintain liaison with CHAD in London for professional advice, logistical/staff back-up where needed in emergencies, and commenting on/participating in DFID-wide disaster policy and other issues.

Qualifications and Competencies Required:

The successful candidate should have a broad understanding of development activities in Bangladesh, including the roles of government, donors and civil society. Candidates are likely to be graduate in related disciplines with an excellent standard of spoken and written English and fluency in Bangla. Substantial knowledge and experience of disaster issues in Bangladesh, including the institutions involved (GoB, NGOs, other donors etc). Experience of working with an international donor agency. An ability to achieve results, demonstrate good judgement and decisions will be important and being an effective member of the Rural Livelihoods and DFID team. Computer skills are also a prerequisite.

(2) PROGRAMME SUPPORT OFFICER (SUB-BAND BI)

The Programme Support Officer, Rural Livelihoods Team (PSO, RLT)'s goal is to contribute to poverty elimination in Bangladesh by effectively supporting the implementation of programmes and projects designed to sustain and strengthen the livelihoods of the rural poor. The purpose of the post is to support the Programme Co-ordinator, RLT in the effective implementation of all RLT-managed programmes and projects and to help ensure the delivery of project outputs and purpose that contribute to the achievement of Rural Livelihoods Strategy and CSP objectives. The PSO, RLT will support the PC in the commissioning, implementing and monitoring as appropriate on all of the approved RLT programmes and projects. S/he will participate in monitoring of programme and project implementation, ensuring that key issues affecting the Output to Purpose level are addressed through more formal monitoring. S/he will also contribute to capturing lessons on projects and from the Output to Purpose level monitoring. The PSO, RLT will work closely with the PC to ensure lesson learning and dissemination within and between RLT projects and programmes, and feeding into advisers' dissemination activities with Government of Bangladesh, donors and other partners.

Duties will include:

(1) Participate in (and where appropriate), undertake formal monitoring of all RLT-managed projects and programmes and ensure this information is incorporated into the DFID PRISM system and is regularly updated (2) Ensure that environmental and gender monitoring is incorporated as part of the formal monitoring process (3) Provide technical support (environment, livelihoods and natural resources) as appropriate, to projects and programmes to ensure effective project implementation (4) Where appropriate liaise with Cross-cutting Advisers (social development, economics and governance) to ensure their inputs into project implementation and reviews and that key lessons and documents are disseminated to them (5) Respond effectively and efficiently to requests for information and advice from advisers, projects and partners (6) Support the PC in developing, develop mechanisms to improve information flows between the projects and programmes between the RLT, DFIDB, Donors, GoB and DFID offices regionally and centrally (7) Represent DFID at meetings, seminars, workshops related to RL issues and, where appropriate, at LCG meetings (8) Assist in the selection and engagement of national and international consultants to ensure that regular formal monitoring of ongoing RLT projects and programmes is effectively undertaken (9) Closely support the PC and PO in monitoring sub-contractors undertaking programme coordination and management activities (10) Contribute to the evaluation of project and programme impact by the development and regular monitoring of programme-level indicators, and by commissioning impact studies as required by the advisers (11) Liaise with the Programme Officer, RLT (PO, RLT) to ensure that contractual and financial administration and reporting for all programmes and projects are carried out efficiently and effectively (12) Work on formulating specific environment and livelihoods TORs for the consultants to be engaged in the future (13) Participate as required in the preparation and updating of strategy and policy papers on rural livelihood issues and, where requested, on contributing to country programme and strategy papers.

Qualifications and Competencies Required:

The successful candidate should have a broad understanding of development activities and substantial knowledge and experience in rural development in Bangladesh including knowledge of natural resources and environment, considerable experience in project cycle management and project implementation. Good understanding of poverty and livelihood issues. Experience of working with an international donor agency. Must be fluent in spoken and written Bangla and English. Strong interpersonal skills and ability to communicate with people in the field and at senior levels in government, donor and consultancy organisations. An ability to achieve results, demonstrate good judgement and decisions will be important and being an effective member of the Rural Livelihoods and DFID team. Computer skills are also a prerequisite.

A competitive salary and benefit package (salary ranging from Taka 58,850 to 82,510) will be offered, taking account of the successful applicant's skills and experience. For application form, please write to: dfidb-recruitment@dfid.gov.uk or contact in person at the Management Unit, DFID Bangladesh, House 76, Road 24, Gulshan-1, Dhaka - 1212. Only applications made on the application form will be considered. Completed **HARDCOPY** applications are to be returned addressed to the DPO, HRM & Training Development by latest (17:00 hour) 19 March 2002. Please clearly mark as "Disaster Programme Manager" and / or "Programme Support Officer" on the top left hand corner of the envelope. Applications are welcome from all ethnic groups, women and disabled people. Only short-listed candidates will then be contacted for Assessment Process.



INVESTOR IN PEOPLE
<http://www.dfid.gov.uk>

\$0.23m Japanese grant for 3 NGOs

UNB, Dhaka

Japan will provide 231,813 US dollars as grant assistance to three NGOs working on child health, rehabilitation of the disabled and island development.

Japanese Ambassador in Dhaka Jiro Kobayashi signed three agreements to this effect with representatives of the three NGOs here Thursday.

The NGOs are Dhaka Shishu Hospital (DSH), Dwp Ummayam Songtha (DUS) and Action In Development (AID).

Of the total grant assistance, DSH will receive 93,121 dollars for constructing a Thalassaemia Diagnosis, Transfusion and Treatment Centre at the hospital while DUS 45,509 dollars for implementing the Integrated Project for Human Resources and Skill Development in Hatya and AID 93,183 dollars for constructing AID Disabled Persons Rehabilitation Complex at Jhenidah.

The Japanese government has been extending financial support to NGOs through grant assistance since 1989 for implementing grassroots level projects in Bangladesh, according to a press release.

Add IGP Shahid made BIWTA chairman

STAFF CORRESPONDENT

The Additional Inspector General of Police M Shahidul Islam Chowdhury has been appointed chairman of Bangladesh Inland Water Transport Authority (BIWTA) for one year.

He was given appointment on contractual basis and his leave preparatory retirement has also been cancelled, according to a circular issued by the ministry of establishment yesterday.

Training for Rotary asst governors ends

A two-day training programme for the assistant governors of Rotary District 3280, Bangladesh concluded yesterday, says a press release.

A total of 18 assistant governors designate from across the country took part in the programme held at BCDM, Rajendrapur.

District Governor-elect KM Zainul Abedin conducted the programme.

The training focused on global for polio eradication and fund political situation.

District Governor Ahaad, PDG Iftekharul Alam, PDG MA Wahab, Trainer Emdadul Haq, Munsir Haque and District Secretary designate IR Chowdhury were the resource persons.

UNESCO book exhibition March 6, 7

UNB, Dhaka

UNESCO Books and Publications Exhibition 2002 will be held at Central Public Library premises in the city on March 6-7.

The National Association of UNESCO Clubs in Bangladesh has organised the exhibition for the first time in the country.

State Minister for Education Ehsanul Haque Milon will inaugurate the exhibition, which will remain open to all from 11 am to 4 pm, said a press release.

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The Independent SCHOLARSHIPS
FOR ADVANCED STUDIES IN INFORMATION TECHNOLOGY

In continuation of the endeavour for upliftment of the youth of Bangladesh, The Independent takes pleasure to announce **The Independent Scholarship for Advanced Studies in Information Technology**. Selected students will be provided substantial fee subsidy for Advanced studies in Information Technology to be conducted at the education centers at NIIT, the leading Global IT Training & Solution Company.

Selection Process: Scholarship will be awarded only to eligible students on the basis of written test. Written test will comprise questions on English Language, Numerical ability, Logical Thinking and Reasoning. Name of the candidates who qualify in the written test and are eligible for the Scholarships will be published in The Independent on 18th March 2002.

Mode of Application Applications are invited from the students, for the award of Scholarship in the prescribed Application form. **Application forms are available at all NIIT centers and select colleges in Bangladesh.**

Eligibility Criteria:

- Should be a minimum Class XII passed student with minimum of 45% marks
- Should not have completed 27 years of age as on 01.03.2002

IMPORTANT DATES
Last date for submission of application : 14.03.2002
Written test : 15.03.2002

Workshop on Parties Obligation and Responsibilities for Collections, Documentary Credits (L/C) and eUCP

Dhaka : March 11 & 12 Chittagong : March 14

Intensive Professional Workshop designed for those involved in dealing with documentary credits and documentary collections in practice. Organisations such banks, trading companies, readymade garments, software companies, TNCs, exporters and importers alike, carriers and forwarding agents are directly concerned in this subject.

Resource Person : Mr. Vincent O'Brien is an expert in the Finance of International Trade and Documentary Credits. He is a Technical Consultant of the Institute of Export, UK.

Key topics

- Workflow of Documentary Collections
- Obligation of the Parties
- Negotiation & Discounting Facilities
- Misconceptions and mistakes
- Bank to Bank UCP Obligation
- Interpretation Problems
- Transport Documents
- Avoiding Discrepancies
- Transferable & Standby Credits
- Examination of electronic records or documents in International trade
- UCP 500 vs ISP
- Scope of the eUCP
- Relation of eUCP
- Format of eUCP
- Examination for compliance
- Notice of refusal
- Importance of B/L Date
- Corruption of an electronic record
- UCP definition vis-a-vis eUCP

For registration and more details, please contact :

ICC Bangladesh
International Chamber of Commerce - Bangladesh
The world business organisation
DCCI Building (Ground Floor), 65-66, Motijheel C/A, Dhaka-1000
Tel : 9557478, 9667273 Fax : 9557429 E-mail : iccb@bdmail.net

CAREER OPPORTUNITY

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• 10 years experience in civil construction, especially high-rise buildings.
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Executive Engineers
You will be expected to independently manage the construction of a high-rise building project in Dhaka.
• BSc in Civil, Electrical or Mechanical.
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You will be expected to jointly manage the site of one of our various construction projects.
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