



TRANSPARENCY INTERNATIONAL BANGLADESH



VACANCY ANNOUNCEMENT

Transparency International Bangladesh (TIB), the Bangladesh chapter of Berlin-based Transparency International, works with a vision of Bangladesh where government, politics, business, civil society and the daily lives of the people are free from corruption.

Applications are invited for immediate appointment to the following positions for TIB's "Making Waves: National Integrity Programme Phase II" project. The key objective of the project is to catalyze and strengthen a social movement against corruption in Bangladesh and promote good governance, accountability and transparency. Main activities of the project include research, grassroots level citizens engagement, and advocacy & campaign.

1. Research Director (1)

To provide leadership and line management support to the research team of TIB; to develop methodological and operational plans for the research program; provide analytical guidance to the research team for surveys and research; plan, design and effectively conduct specific research activities; develop current and new research programs; identify policy advocacy issues from research outputs; prepare reports, concept papers, policy briefs; and make public presentations on research findings. Responsibilities include monitoring and evaluating the performance of research staff under his/her supervision and work jointly with administration, program and advocacy units for achieving the project objectives. Gross salary up to Tk. 77,000 per month plus other benefits. Age limit 45 years.

Qualifications:

Advanced degree, preferably PhD, in a social science subject with at least ten years of research and professional experience, especially in areas related to governance, development, transparency, accountability and corruption. Fluency in Bangla & English (both written and spoken) and computer skills are essential.

2. Senior Research Officer (1)

To conduct independent research, provide guidance and support to the research team, plan/design and effectively conduct various research activities and develop current and new research activities, prepare reports, concept papers and policy briefs, monitor and evaluate the performance of research staff under his/her supervision, to make public presentations of the same. Gross salary up to Tk. 35,000 per month plus other benefits. Age limit 40 years.

Qualifications:

Masters or equivalent degree in a social science subject with at least five years of relevant research and professional experience including field, action, analytical and survey research. Applicants should have a strong understanding of governance and development issues. Fluency in Bangla & English (both written and spoken), and computer skills are essential.

3. Research Officer (2)

To conduct research, provide support to the research team of TIB, assist in planning/designing and effectively conducting various research activities, to prepare reports, concept papers, policy briefs and public presentation of the same, to help develop current and new research activities, and to assist in monitoring and evaluating the performance of research staff. Gross salary up to Tk. 25,000 per month plus other benefits. Age limit 35 years.

Qualifications:

Masters or equivalent degree in a social science subject with at least three years of relevant professional experience including field, action, analytical and survey research. Applicants should have a good understanding of governance and development issues. Fluency in Bangla & English (both written and spoken) and computer literacy are essential.

4. Database Officer (1)

To perform all tasks related to creation and management of TIB's database and provide line management support to the database team, to develop methodological and operational plans; provide analytical guidance to the database team for analysis and management of information. Responsibilities also include monitoring and evaluation of the performance of database team members, and work jointly with research and program units towards fulfillment of project goals. Gross salary up to Tk. 25,000 per month plus other benefits. Age limit 35 years.

Qualifications:

Masters or equivalent degree in a social science subject, preferably with statistical/quantitative background and at least three years of relevant professional experience especially in the field of information and database. Experience in field, action, analytical survey and research will be of advantage. Applicants should have a strong understanding of governance and development issues. Fluency in Bangla & English (both written and spoken) and good computer-based data-processing experience essential.

5. Assistant Research Officer (2)

To help in conducting research, provide support to the research team of TIB, assist in planning/designing and effectively conducting various research activities, to help prepare reports, concept papers, policy briefs, and current and new research activities, and to assist in monitoring and evaluating the performance of research staff. Gross salary up to Tk. 15,000 per month plus other benefits. Age limit 30 years.

Qualifications:

Masters or equivalent degree in a social science subject with at 2-3 years of relevant professional experience including field, action, analytical and survey research. Applicants should have a good understanding of governance and development issues. Fluency in Bangla & English (both written and spoken) and computer literacy are essential.

6. Library Assistant (1)

Responsible for all aspects of work in the library/documentation centre of TIB, including: data-base, cataloguing, indexing and other work with regard to library collections - books, magazines and other documents; proper preservation and management of library collections and other information materials and documents; and serve users of the library and maintain systematic record of the same. S/he will also assist management in regard to information and public relations. Gross salary up to Tk. 10,000 per month plus other benefits. Age limit 35 years.

Qualifications:

At least graduate degree in library science with 2-3 years of relevant professional experience. The successful candidate is expected to be conversant with IT-based library and information management software. Fluency in Bangla & English (both written and spoken) is essential.

7. Advocacy Director (1)

To develop and lead the advocacy and campaign team, supervise and monitor its work, and assume responsibilities of line manager. To design and plan long and short term strategies of advocacy and campaign in conformity with TIB's vision and goals as well as its project and policy needs; to plan, design and develop advocacy, campaign and communications instruments in collaboration with the research and program unit, and develop work plan to effectively use the same. monitor and evaluate the performance of the advocacy staff under his/her supervision. Gross salary up to Tk. 77,000 per month plus other benefits. Age limit 45 years.

Qualifications:

Advanced degree, preferably PhD in a social science subject with at least ten years of experience in a relevant field. The successful applicant will have sound conceptual understanding of advocacy and campaign tools with particular relevance to governance, accountability and transparency. S/he must also have innovative and creative ideas on mobilizing public opinion through various instruments. Expertise in cultural and related media in advocacy and campaign especially at the grassroots level would be an advantage. The ideal candidate is also expected to be conversant with the working of electronic and print media. Good command of both spoken and written Bangla and English and computer skills are essential.

8. Senior Advocacy Officer (1)

To plan, design and implement advocacy and campaign programs of TIB to assist development of the advocacy and campaign strategy, supervise and monitor work of the advocacy unit, monitor and evaluate the performance of the advocacy staff under his/her supervision. Gross salary up to Tk. 35,000 per month plus other benefits. Age limit 40 years.

Qualifications:

Masters degree in a related social science subject with more than five years of experience in advocacy and campaign or similar activities. Applicants must be conversant with governance, transparency and corruption related issues and have clear understanding of advocacy and campaign tools as well as creative and innovative means of using such tools. Good knowledge of cultural and related media in advocacy and campaign at the grassroots level would be an advantage. Experience of working with electronic and print media is desirable. Good command of both spoken and written Bangla and English would be essential.

9. Senior Gender Officer (1)

To develop and strengthen a gender equality strategy of implementing the Making Waves project. Design and implement action plan to promote women perspectives and participation in research, programs and advocacy work undertaken within the Making Waves project, and thereby help catalyze gender-sensitive policy change. Gross salary up to Tk. 35,000 per month plus other benefits. Age limit 40 years.

Qualifications:

Masters degree in a related social science subject, preferably with specialization in Gender studies and with more than five years of experience of work in a related area. Applicants must be conversant with challenges of governance, transparency and corruption and have a clear understanding of implications thereof on women. S/he must have innovative, creative and result-oriented ideas of integrating gender issues in TIB's work. Good command of both spoken and written Bangla and English would be essential.

10. Advocacy Officer (1)

To assist planning and designing of advocacy and campaign programs of TIB. Implement programs of advocacy undertaken by the advocacy unit, supervise and monitor work of the advocacy unit, and assist evaluation of the performance of the advocacy staff under his/her supervision. Gross salary up to Tk. 25,000 per month plus other benefits. Age limit 35 years.

Qualifications:

Masters degree in a related social science subject with at least three years of experience in advocacy and campaign or similar activities. Applicants must be conversant with governance, transparency and corruption related issues and have clear understanding of advocacy and campaign tools as well as creative and innovative means of using such tools. Good knowledge of cultural and related media in advocacy and campaign at the grassroots level would be an advantage. Experience of working with electronic and print media is desirable. Good command of both spoken and written Bangla and English would be essential.

11. Assistant Advocacy Officer (2)

Implement various programs of advocacy undertaken by the advocacy unit. Organize theatre and other cultural groups and performances designed to increase awareness on key issues of governance, transparency and corruption, especially at the grassroots levels. Gross salary up to Tk. 15,000 per month plus other benefits. Age limit 35 years.

Qualifications:

Masters degree in a related social science subject with some experience in advocacy and campaign or similar activities. Applicants must be conversant with governance, transparency and corruption related issues and have clear understanding of advocacy and campaign tools as well as creative and innovative means of using such tools. Good knowledge of cultural and related media in advocacy and campaign at the grassroots level would be an advantage. Experience of working with electronic and print media is desirable. Good command of both spoken and written Bangla and English would be essential.

12. Advocacy Assistant (2)

The successful candidates will have to work in grassroots areas with civil society groups known as Committees of Concerned Citizens (CCCs), which have a focus on anti-corruption goals. They will liaise with CCC members, local Govt. authorities, government service-delivery departments, and the local leaders, including media men. Key responsibilities include organizing advocacy and campaign events undertaken by the advocacy unit, especially theatres and other cultural events to increase awareness and people's participation in anti-corruption activities. The job requires the ability to write narrative reports, both in English and Bangla. Gross salary up to Tk. 10,000 per month plus other benefits. Age limit 35 years.

Qualifications:

Graduate degree in a related field of social sciences with some relevant professional experience, specially in the grassroots levels. Applicants should have a good understanding of governance and development issues. Candidates must be fluent in Bangla & English both written and spoken.

13. Program Director (1)

To provide leadership and line management support to the programme team of TIB, to plan, design and implement programs of TIB under Making Waves project, especially Committees of Concerned Citizens (CCCs) formed at grassroots levels designed to ensure social awareness and citizens participation in anti-corruption movement; to build social movement for improving the quality and accountability in public service delivery sectors, to actively participate in the every stage of the project cycle within the Program unit, i.e. planning, implementation, monitoring, evaluation of CCCs; to monitor and evaluation of the programme staff under his/her supervision. To take overall responsibility of maintaining regular contact with CCCs, govt. officials, NGOs, media and other relevant people; mobilization of volunteers at the grassroots level; organizing conventions, seminars, workshops, symposiums, press conference; and prepare various reports on implementation of programs. To monitor and evaluate of the programme staff under his/her supervision. Gross salary up to Tk. 77,000 per month plus other benefits. Age limit 45 years.

Qualifications:

Advanced degree, preferably PhD, in a related field of social science with at least ten years of professional experience specially in action and result-oriented civic engagement programs. Applicants should have a strong understanding of governance, development, transparency and corruption issues. Excellent presentation and public speaking capacity, and good command of both spoken and written Bangla and English and computer skills are essential.

14. Senior Programme Officer (1)

To plan, design and implement programs of TIB under Making Waves project, especially Committees of Concerned Citizens (CCCs) formed at grassroots levels designed to ensure social awareness and citizens participation in anti-corruption movement; to actively participate in the every stage of the project cycle within the Program unit, i.e. planning, implementation, monitoring, evaluation of CCCs. Maintain regular contact with CCCs and other relevant people; hold meetings with CCC members and other persons connected with CCCs, and plan and implement mobilization of volunteers at the grassroots level, to monitor and evaluation of the programme staff under his/her supervision; to organize conventions, seminars, workshops, symposiums, press conference; and to prepare various reports on implementation of programs. Gross salary up to Tk. 35,000 per month plus other benefits. Age limit 40 years.

Qualifications:

Good Masters degree in a related field of social science with at least five years of professional experience, specially in action and result-oriented civic engagement programs. Applicants should have a strong understanding of governance, development, transparency and corruption issues. Good command of both spoken and written Bangla and English and computer skills are essential.

15. Programme Officer (1)

To plan, design and implement programs of TIB under Making Waves project, especially Committees of Concerned Citizens (CCCs) formed at grassroots levels designed to ensure social awareness and citizens participation in anti-corruption movement; to actively participate in the every stage of the project cycle within the Program unit, i.e. planning, implementation, monitoring, evaluation of CCCs; to monitor and evaluation of the programme staff under his/her supervision; to organize conventions, seminars, workshops, symposiums, press conference; and to prepare various reports on implementation of programs. To maintain regular contact with CCCs and other relevant people; hold meetings with CCC members and other persons connected with CCCs, and plan and implement mobilization of volunteers at the grassroots level. Gross salary up to Tk. 25,000 per month plus other benefits. Age limit 35 years.

Qualifications:

A good Masters degree in a related field of social science with at least three years of professional experience, specially in action and result-oriented civic engagement programs. Applicants should have a strong understanding of governance, development, transparency and corruption issues. Good command of both spoken and written Bangla and English and computer skills are essential.

16. Senior Programme Officer for Monitoring and Evaluation (1)

To take responsibility of monitoring and evaluation of the work of CCCs and all related activities undertaken by the program unit. To design and implement measures to ensure effective implementation of the programs; and to actively contribute and participate at every other stage of the project cycle - planning, designing and implementing. He/she will also be responsible for assessing training needs of the TIB staff and CCC members, organize the necessary and suitable training programs. Gross salary up to Tk. 35,000 per month plus other benefits. Age limit 40 years.

Qualifications:

A good Masters degree in a related field of social science with at least five years of relevant professional experience. Applicants should have a strong understanding of governance, development, transparency and corruption issues. Good command of both spoken and

written Bangla and English and computer skills are essential.

17. Assistant Programme Officer (2)

To assist in planning, design and implement programs, especially Committees of Concerned Citizens (CCCs) formed at grassroots levels designed to ensure social awareness and citizens participation in anti-corruption movement; to actively participate in the every stage of the project cycle within the Program unit, i.e. planning, implementation, monitoring, evaluation of CCCs; to monitor and evaluation of the programme staff under his/her supervision; to organize conventions, seminars, workshops, symposiums, press conference; and to prepare various reports on implementation of programs. To maintain regular contact with CCCs and other relevant people through correspondence and other means of communication, meetings with CCC members and other persons connected with CCCs for the effective implementation of the project, to prepare press reports and briefings for presentation, to assist in the preparation of printed material and the mobilization of volunteers and activities of the theatre group. Gross salary up to Tk. 15,000 per month plus other benefits. Age limit 35 years.

Qualifications:

A good Masters degree in a related field of social science with some professional experience, specially in action and result-oriented civic engagement programs. Applicants should be conversant with governance, development, transparency and corruption issues. Good command of both spoken and written Bangla and English and computer skills are essential.

18. Program Organizer (6)

The successful candidates will help establish civil society groups known as Committees of Concerned Citizens (CCCs), which have a focus on anti-corruption goals. The Program Organizers liaise with CCC members, local govt. authorities, government service-delivery departments, and the local leaders, media persons and other concerned citizens. They organize meetings, workshops, symposia, and media conferences. Gross salary up to Tk. 10,000 per month plus other benefits. Age limit 35 years.

Qualifications:

Graduate degree in a relevant subject of social science with some experience at the field level working on action and result oriented social mobilization programs especially community-based awareness and participation. Applicants should be conversant with governance and development issues. Good command of both spoken and written Bangla and English and computer skills are essential. Knowledge of accounting and office management are also needed. The job requires the ability to write narrative reports on a regular basis. These are field-based positions for a particular Thana /Upazilla - three in the Greater Rajshahi Division, and three in the Chittagong Division. Local residents are especially encouraged to apply for these positions.

19. Director Administration & Finance (1)

The Director Administration & Finance is responsible for financial, administrative and human resource management of TIB. S/he will provide leadership and line management support to the administrative and financial unit of TIB. Specific responsibilities include; manage TIB's funds and expenditures; develop human resource strategy and implementation plan thereof; prepare annual budget and financial reporting; manage and control payments and procurements; training & guidance of accounts staff at headquarters and field level; review and evaluation of financial reports and accounts of CCCs; facilitate auditing of accounts; contribute to fundraising; regular office administration; liaison with donors and other institutions - government and non-government; and to monitor and evaluation of the staff under his/her supervision. Gross salary up to Tk. 77,000 per month plus other benefits. Age limit 45 years.

Qualifications:

Advanced Degree in Accounting or Management with CA course completed. Candidates with professional training/degree in human resources management will be preferred. At least ten years' experience in a similar position, preferably with donor-supported institutions or projects; Good knowledge and experience of fund management and resource development; Good reporting and communication skills in Bangla and English and computer skills, especially competence in IT-based accounting methods.

20. Senior Internal Auditor (1)

The Senior Internal Auditor is responsible for reviewing TIB's internal control procedures in order to confirm that all necessary routines and internal control procedures meet the highest standards and are well documented and impeccable. S/he should assist the management to ensure that various control systems are in place and effectively followed. The incumbent will also contribute to the preparation of annual budget and financial reporting; management and control of payments and procurements; training & guidance of accounts staff at headquarters and field level; review the internal control measures for CCCs. Gross salary up to Tk. 35,000 per month plus other benefits. Age limit 40 years.

Qualifications:

Advanced Degree in Accounting or Management with CA Course completed. At least five years' experience in a similar position, preferably with donor-supported institutions or projects; good knowledge of financial accountability and risk analysis, internal financial control procedure, audit strategy and budgeting.

21. Senior Trainer (1)

Responsible for assessing training needs of the TIB staff for the headquarters and CCCs, organizing training both in-house and through outsourcing as applicable. S/he will plan, design and implement training programs with a view to ensuring effective implementation of the Making Waves project; and actively participate in the every stage of the project cycle for every component. Gross salary up to Tk. 35,000 per month plus other benefits. Age limit 40 years.

Qualifications:

Good Masters degree in a related field of social science with at least five years of professional experience, specially in training of human resources and capacity building for action and result-oriented civic engagement programs. Applicants must be conversant with latest techniques of training needs assessment and conduct of professional training programs. S/he should also have a strong understanding of governance, development, transparency and corruption issues. Good command of both spoken and written Bangla and English and computer skills are essential.

22. Driver-cum-Messenger (1)

Duties and responsibilities include but are not limited to driving office vehicles within Dhaka city and on field trips outside Dhaka, day to day care of the assigned vehicles, maintaining log books, arranging repairs when necessary, compliance with rules and regulations and reporting to the authorities any mishaps, collecting and delivering mail or documents when required. Gross salary up to Tk. 8,000 per month plus other benefits. Age limit 35 years.

Qualifications:

The applicant must at least have passed the 8th grade of a secondary school with more than five years of experience as driver in any reputed organization. Must have a valid heavy/light vehicle driving licence and skill in minor repairs. A good knowledge of Bangla and a working knowledge of English is required.

23. Support Staff (2)

Duties and responsibilities include providing all support services as directed by the authority. Specific duties include cleaning of office furniture & equipment, arrange tea/coffee for staff, making photocopy of documents, purchase of stationary, provide utility bills, collecting and delivering mail or documents when required. Gross salary up to Tk. 4,000 per month plus other benefits. Age limit 30 years.

Qualifications:

The applicant should have passed the 8th grade of a secondary school with more than two years of experience in a similar position in any reputed organization. A good knowledge of Bangla and a working knowledge of English is required.

All positions are for a term of 3 years, following which extension may be considered subject to availability of funds for the next phase of the project. Appointments are confirmed after successful completion of 6 months period of probation. All TIB staff are required to undertake frequent field visits. TIB is an equal opportunity employer. Only short listed candidates will be called for interview. Applications addressed to the Executive Director with a photograph, full CV giving contact address including phone number and/or email if any, a substantive forwarding letter of no more than one page describing the expertise and experience relevant to the applied position, and contact details of two professional referees should be sent to the following address within **January 20, 2005**. The position applied for should be clearly indicated on the envelope. Any attempt to influence the selection process will be considered as disqualification.

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