

Senior Finance Officer

with Concern Worldwide Bangladesh

This position, based in our Dhaka head office, provides reliable and timely financial information to the internal budget holders, head office, donors, partners and the government. We are looking for an experienced accountant with a proactive, customer focused approach who will work with our finance team to provide excellent financial management support to our programmes.

Concern Worldwide is a non-governmental, international, humanitarian organisation dedicated to the reduction of suffering and the ultimate elimination of extreme poverty. We are looking for dynamic and motivated individuals to join us in a new and exciting phase of our work in Bangladesh.



Concern is an equal opportunity employer

Your main role and responsibilities will be to...

- Facilitate the budget preparation process in line with the organization policy.
- Ensure financial statements are regularly prepared and circulated to budget holders.
- Ensure the donors and government receive timely financial reports according to their requirements.
- Organize and facilitate orientation and support on financial policies to partner organisations.

The skills, qualifications and experiences we are looking for...

- Chartered Accountant part qualified (PE-II)
- At least 5 years recent experience of working in a central accounts team
- Experience of working with National NGOs, preferably with International NGOs
- Experience of working with government/local partners
- Excellent verbal and written communication skills (especially English)

Please send a covering letter, stating why you think you are a suitable candidate, together with your CV, a passport sized photo and details of three referees to: Human Resource Department, Concern Worldwide Bangladesh, P.O. Box 650, Dhaka 1000. Please mark the envelope with the position applied for. Any canvassing will result in disqualification.

Last date of application - 30 December 2007

Concern values diversity in the workplace and is a committed equal opportunity employer. We encourage applications from all suitable candidates regardless of gender, race, family or marital status, ethnicity, age, sexual orientation, disability, class, caste or religion.

For more information on Concern Worldwide's work visit www.concern.net



গণপ্রজাতন্ত্রী বাংলাদেশ
সরকার
বহিরাগমন ও পাসপোর্ট অধিদপ্তর
ঢাকা
নং: ১৫/১২/২০০৭ত্ত্ব/ তারিখ: ১৫/১২/২০০৭
সংশোধনী বিজ্ঞপ্তি
বহিরাগমন ও পাসপোর্ট
অধিদপ্তরের শূন্য পদে
সরাসরি লোক নিয়োগের জন্য
গত ১০/১২/২০০৭ত্ত্ব:
তারিখে "দেনিক ইক্সেকাফ"
এবং ১১/১২/২০০৭ত্ত্ব:
তারিখে "The Daily
Star" পত্রিকায় প্রকাশিত
নিয়োগ বিজ্ঞপ্তিতে
আবেদনপত্র পোষাকের
তারিখ ১৯/১২/২০০৭ত্ত্ব:
তারিখের পরিবর্তে
৩১/১২/২০০৭ত্ত্ব: তারিখ
পর্যন্ত বর্ধিত করা হইল।
মোঃ শিহাব উদ্দিন খান
সহকারী পরিচালক (প্রশাসন)
ঠিকি-৪৬১৯ মহাপরিচালকের পক্ষে

Employment Opportunities

Agricultural Sector Programme Support, Phase II (ASPS II)
Regional Fisheries and Livestock Development Project (RFLDC)
Noakhali Component

The Regional Fisheries and Livestock Development Component is part of Denmark's Agricultural Sector Programme Support to the Government of Bangladesh. RFLDC seeks to improve the livelihoods of resource poor households in the target areas of Barisal and Noakhali through a highly participatory approach, centered around training through Field Schools, capacity building of Community-based Farmers' Organisations (CBO) and Union Parishad and support to the private sector to enable the CBO to access quality inputs and improved markets. The Component currently runs to June 2012.

RFLDC is now seeking to recruit a range of Technical Assistance (TA) staff for its Technical Support Unit in the Noakhali Component. The positions are supported by the Component Grant Funds and may be for a period of up to five years, subject to satisfactory probation and performance. Attractive salaries and benefits are available. All senior positions will report to the Project Director and the Expatriate Senior Advisor.

The positions available in the Noakhali Technical Support Unit as set out in the Development Project Proforma are listed below. Detailed job descriptions are available in the Project website (www.gnaec.org).

1. Training and Extension Manager

Responsibilities: Develop training curricula (TOT) for project personnel, CBO staff and field trainer (FT) in fisheries/livestock; develop training curricula for beneficiaries through FFS system in fisheries/livestock; organise training and extension methodology; implementation of project programme in the field.

Qualifications: Minimum 2nd class (CGPA 3.00) in Master of Science (M.Sc.) in either Fisheries or Livestock (Veterinary Science/Animal Husbandry) from any recognised university in Bangladesh/abroad. Ph.D in respective field will be preferred. Minimum 10 years experience in organising training and extension programmes in the respective field, with at least 5 years working experience in organising training and extension programmes in any foreign-aided project. Good skill in personnel management, with proficiency in English language.

2. Monitoring and Evaluation Manager

Responsibilities: Monitoring and implementing of project programme; analysing available fieldwork data.

Qualifications: Minimum 2nd class in Master of Science in Economics from any recognised university in Bangladesh/abroad. Minimum 10 years of job experience in any GO/NGO or private enterprise in monitoring and evaluation programmes.

3. Administration and Finance Manager

Responsibilities: Overall administration and financial management of the project.

Qualifications: Minimum 2nd class (CGPA 3.00) in M.Com/MBA from any recognised university of Bangladesh or abroad. Minimum 10 years of experience in any government/NGOs or private enterprise in administration and financial management or 5 years experience in any foreign-aided project with CACC.

4. Senior Livestock Specialist

Responsibilities: Organise the livestock programme in the field; implementation of the project programme in close association with the Training and Extension Manager.

Qualifications: Minimum 2nd class (CGPA 3.00) degree in Animal Husbandry or Veterinary Science from any recognised university in Bangladesh/abroad. Minimum 10 years of job experience in any government/NGO with at least 3-5 years of field experience in any foreign-aided project.

5. Private Sector Specialist

Responsibilities: Developing linkages with the corporate private sector and the development programme. Organise support system programme for further development.

Qualifications: Minimum 2nd class (CGPA 3.00) Masters degree in Economics/Sociology/Biological Science/Commerce/equivalent field from any recognised university in Bangladesh/abroad. Minimum 10 years experience in any public or private sector organisation/agribusiness. Experience in fisheries/livestock will be preferred.

6. Community Management Specialist

Responsibilities: Develop CBOs/Farmers' Associations for the project programme.

Qualifications: Minimum 2nd class (CGPA 3.00) Masters' degree in Arts/Science/Commerce from any recognised university in Bangladesh/abroad. Minimum 10 years experience involved in government, NGOs, especially in community development programmes.

7. Aquaculture and Fisheries Coordinator

Responsibilities: Develop the fisheries and aquaculture development programme as per project; implementation of the project programme in close association with the Training and Extension Manager.

Qualifications: Minimum 2nd class (CGPA 3.00) Master of Science in Fisheries/Zoology from any recognised university in Bangladesh/abroad. Minimum 10 years of job experience in fisheries/aquaculture in a government/NGO with at least 5 years in a foreign-aided project.

8. District Coordinators (4 positions: Feni, Hatiya, Laxmipur and Noakhali)

Responsibilities: Implementation of field activities; supervision and monitoring of the activities of the Upazila Coordinators, maintaining close contact with the fisheries/livestock experts for organising training and extension.

Qualifications: Minimum 2nd class (CGPA 3.00) degree in fisheries/livestock (Animal Husbandry and Veterinary Science) from any recognised university in Bangladesh/abroad. Minimum 5-7 years of job experience in government/NGO. 2-3 years of job experience in any foreign-aided project will be preferred.

9. Upazila Coordinators (14 positions)

Responsibilities: Implementation of field activities; supervision and monitoring of the activities of CBOs and farmers associations; maintaining close contact with District Coordinators and fisheries and livestock Experts.

Qualifications: Minimum 2nd class (CGPA 3.00) degree in fisheries/livestock science (Animal Husbandry and Veterinary Science) from any recognised university in Bangladesh/abroad. Minimum 2-5 years of job experience in government/NGO. 1-2 years of experience with a foreign-aided project will be preferred.

10. Administrative Officer

Responsibilities: Support the administrative and finance manager in all administrative affairs.

Qualifications: Minimum 2nd class (CGPA 3.00) in MA/M.Sc./MCom from any recognised university of Bangladesh or minimum 2nd class (CGPA 3.00) in BA/B.Sc./BCom from any recognised university of Bangladesh. 5-7 years job experience with a government/NGO/private enterprise.

11. Internal Auditor (one position)

Responsibilities: Audit all financial transactions in different fields of the project.

Qualifications: Minimum 2nd class (CGPA 3.00) in MCom/MBA with CACC from any recognised university of Bangladesh or abroad or minimum 2nd class (CGPA 3.00) B.Com from any recognised university of Bangladesh or abroad.

12. Accountant (Headquarters; one position)

Responsibilities: Support the administrative and finance manager in all aspects of account.

Qualifications: Minimum 2nd class B.Com/BBA degree from any recognised university in Bangladesh or abroad 5-7 years experience in government/NGO/private enterprise. Five years in any foreign-aided project will be preferred.

13. MIS Officer (one position)

Responsibilities: Work in close contact with the Monitoring and Evaluation Manager.

Qualifications: Minimum 2nd class (CGPA 3.00) B.Sc. Eng in Computer Science or Masters degree in Computer Science from any recognised university in Bangladesh/abroad. 3-5 years of job experience in government/NGO/private enterprise, with special assignment in MIS.

14. Assistant Monitoring and Evaluation Officers (2 positions)

Responsibilities: Monitoring and evaluation of field activities; collection of field data and its analysis.

Qualifications: Degree in Arts and Science, with Economics from any recognised university in Bangladesh/abroad. 2-3 years job experience in government/NGO with special assignment on M and E activities.

15. Secretary (one position)

Responsibilities: Support to SA and PD in daily routine work.

Qualifications: Degree in Arts/Science/Commerce from any recognised university in Bangladesh. Minimum 5 years of job experience in government/NGO/private enterprise in office management. Must have experience in computer operation, report writing, action plan, etc.

16. Monitoring Field Workers (10 positions)

Responsibilities: Field monitoring of F5 beneficiaries, CBO.

Qualifications: Degree in Arts/Science/Commerce and experience in field monitoring in any GO/NGO/donor-funded programme.

17. Office Assistant (one position)

Responsibilities: Support to administrative and financial manager in all matters.

Qualifications: Degree in Arts/Science/Commerce from any recognised university in Bangladesh. Minimum 3-5 years experience in government/NGO/private enterprise in office management.

18. Drivers (6 positions, including Boat Driver)

Responsibilities: Drive the project vehicles, take care of the vehicles, maintain the log book.

Qualifications: Read up to class VIII and have a valid driving licence.

19. Guards (5 positions, including Boathouse Guard)

Responsibilities: Carry out night and day duties to safeguard the whole office establishment.

Qualifications: Ability to read and write; experience as a guard in an office, household or enterprise.

20. Peon (1 position)

Responsibilities: Carry out tasks assigned by the project management.

Qualifications: Read up to class VIII, experienced persons will get preference.

General conditions:

- The recruitment process will take place according to the Service Rules for Locally Recruited Staff of Danida Components/Projects.
- Applicants for senior positions should be able to communicate fluently in both spoken and written English and be able to write short analytical reports on component progress. Basic computer skills in MS Office are essential.
- For positions 4-11, 13, 14 and 16 candidates should have a valid motorcycle driving license.
- An independent personality, but a willingness/commitment to work together as a team with GOB and NGO personnel and other component staff is essential.
- The academic qualifications for each position may be relaxed for highly experienced candidates in other fields.
- Salary and other benefits are according to Danida Service Rules for Locally Recruited Staff.

We encourage equal opportunity for all, particularly promoting applications from highly qualified women and candidates from ethnic minorities.

Representations made on behalf of any candidate will automatically disqualify that candidate from consideration.

All applications must be submitted in hard copy. Please write the position applied for in the top left hand corner of the envelope enclosing your application. Candidates should enclose their updated CV, with two passport size photographs, their current contact address and telephone/mobile number. At least two references from present and previous employers should be provided. Please send your applications to

The Project Director/Senior Advisor

Regional Fisheries and Livestock Development Project (Noakhali Component)

House # 16, Road # 36, Majdee Housing Estate, Noakhali

(Postal Address: PO Box 48, Noakhali-3800)

before January 10, 2008. Only applications received by this date will be considered.

