



## VACANCY ANNOUNCEMENT

Office of the Chief Executive Officer  
Dhaka City Corporation

Nagar Bhaban, Fulbaria, Dhaka-1000

Dhaka City Corporation (DCC) in partnership with the International Labour Organisation (ILO) executes an ILO Action Program that aims to prevent and eliminate the worst forms of child labour in the informal economy of Dhaka City with an initial duration of three years. Under the Action Program, DCC will develop and implement regulatory and monitoring mechanisms for urban informal sectors, social mobilisation and advocacy & awareness raising activities, and strengthen conditions for the sustainability of the program and its impact. In addition, DCC will in partnership with NGOs execute child labour programs on Non Formal Education (NFE) for relatively young children, Skill Development Training (SDT), DCC therefore invites applications from qualified Bangladeshi nationals, who will work under the administrative supervision of the Chief Executive Officer of DCC and the technical supervision of the Action Program Coordinator. The required positions -- all of them based in Dhaka -- are the following:

- Assistant Coordinator-Capacity Building-1 (one) position;
- Assistant Coordinator-Monitoring-1 (one) position;
- Training Officer-1 (one) position;
- Social Mobilization Officer-1 (one);
- Child Labour Monitoring Officer-1 (one);
- Zonal Monitoring Officer-4 (four);
- Child Labour Monitoring Assistant-1 (one);
- Training Assistant-1 (one);
- Administrative/Finance Assistant-1(one);
- Secretary-1 (one); Messenger/Cleaner-1 (one); and
- Driver-1 (one).

### ASSISTANT COORDINATOR-CAPACITY BUILDING

#### Description of Duties:

The incumbent under the administrative supervision of Chief Executive Officer (CEO) of Dhaka City Corporation (DCC) and the technical supervision of the Slum Development Officer (SDO) be responsible for providing the necessary managerial and technical assistance to the secondary partners (NGOs) for proper implementation of action programme. More in particular s/he will be responsible for:

1. Assisting the Chief Slum Development Officer (Action Programme Coordinator) for developing and implementing regulatory and monitoring mechanisms of the Action Program;
2. Develop and implement capacity strengthening activities of DCC and its secondary partners in consultation with the Action Programme Implementation Unit and UIE Project;
3. Identifying areas in which AP staff as well as concerned DCC staff require training or orientation and organising/facilitating or imparting of trainings and orientations;
4. Prepare plan, initiate and coordinate Social and Community Mobilisation activities;
5. Regularly reviewing the Capacity Development Plan (CDP) in consultation with DCC management and UIE Project;
6. Acting as a member of Action Programme Implementation Unit (APIU);
7. Working with concerned officials of DCC, other GO-NGO organisations and ILO-UIE Project for implementation of Action Programme;
8. Identifying the tasks and prepare and submit report regularly to DCC as well as ILO for his/her work for smooth implementation of Action Programme;
9. Supervising the work of the Training and Social Mobilisation officers under him/her and providing guidance and support to them that would strengthen the effectiveness and impact of their work;
10. Assisting the Action Programme Coordinator (APC) in organising seminars/workshops and meeting as and when necessary;
11. Identifying the problems/constraints during his/her field visit and prepare reports with recommendations for their possible solution;
12. Assisting the Action Programme Coordinator (APC) for day to day AP activities;
13. Maintaining linkages and regular liaison with the UIE Project Office as and when needed;
14. Performing any other works to be assigned by the AP authority/DCC.

#### Qualifications:

- **Education:** Minimum Second Class Masters Degree in Social Sciences from any recognized university.
- **Experience:** At least 5 years experience in programme designing, planning and monitoring on child development issues in GOB/NGO/International organisations; should have knowledge on child right, labour laws and ILO Convention; Computer skill in MS Office; and experience in working on human, labour & child rights issues as well as on urban informal economy intervention will be a significant added advantage.
- **Language:** Proficiency and excellent ability to speak and draft correctly and clearly in English and Bangla.
- **Nationality:** Bangladeshi.
- **Competencies:** Excellent and good knowledge of the role and operations of ILO and DCC system; ability to work on own initiative as well as team member; ability to work under pressure and meet deadlines; and ability to supervise other staff.

• **Remuneration:** BD Tk. 30,000 p/m.

### ASSISTANT COORDINATOR-MONITORING

#### Description of Duties:

The incumbent under the administrative supervision of Chief Executive Officer (CEO) of Dhaka City Corporation (DCC) be responsible for providing the necessary technical/monitoring assistance to the secondary partners (NGO) for proper implementation of action programme. More in particular s/he will be responsible for:

- 1) Assisting the Chief Slum Development Officer (Action Programme Coordinator) for Action Programme implementation;
- 2) Responsible for the coordination and monitoring of technical & financial progress including Child labor Monitoring;
- 3) Establish and implement multi-tier and multi disciplinary child labour monitoring system;
- 4) Designing a monitoring system for NGOs' activities (non-formal education, skill development training, social and economic empowerment programme) and monitoring/supervision of these activities;
- 5) Acting as a member of the Action Programme Implementation Unit (APIU);
- 6) Supervise closely and provide guidance and support to Child Labor Monitoring Officer, four Zonal Monitoring Officers & Child Labor Monitoring Assistant to perform their work efficiently;
- 7) Preparing working papers and assist the Action Programme Implementation Unit in all respect;
- 8) Developing a Child Labor Monitoring (CLM) data base at DCC level to accommodate data from Beneficiary Tracking System (BTS) which will feed into a National Child Labour Data base;
- 9) Maintaining coordination with the stakeholders at field level for effective monitoring of the programme;
- 10) Working with concerned officials of DCC, other GO-NGO Organisations and ILO for implementation of the programme; and
- 11) Performing any other tasks to be assigned by the AP authority/DCC.

#### Qualifications:

- **Education:** Minimum Second Class Masters Degree in Social Sciences from any recognised university.
- **Experience:** At least 5 years experience in programme designing, planning and monitoring on child development issues in GOB/NGO/International Organisations; should have knowledge on child right, labour laws and ILO Convention; computer skill in MS office; and experience in working on human, labour & child rights issues as well as on urban informal economy intervention will be a significant added advantage.
- **Language:** Proficiency and excellent ability to speak and draft reports correctly and clearly in English and Bangla.
- **Nationality:** Bangladeshi.
- **Competencies:** Excellent and good knowledge of the role and operations of ILO and DCC system; ability to work on own initiative as well as team member; ability to work under pressure and meet deadlines; and ability to supervise other staff.

• **Remuneration:** BD Tk. 30,000 p/m.

### TRAINING OFFICER

#### Description of Duties:

The incumbent under the supervision of Assistant Coordinator Capacity Building will provide technical and managerial support to Secondary Partners (NGOs) for proper implementation of action programme. More in particular he will be responsible for:

1. Regularly assess the training needs of selected NGOs and other partners;
2. Preparing the training packages based on results of the above needs assessment;
3. Development of training and orientation modules including materials as well as the training schedules/work plan for concerned DCC staff, the secondary partners (NGOs) and other partners;
4. Arranging training for the secondary partners (NGOs) and other partners;
5. Reviewing and preparing annual work plan for imparting training to the selected secondary partners (NGOs) and other partners;
6. Reviewing the effectiveness of the training courses regularly and revise it when and where appropriate;
7. Assisting secondary partners to organize in-service trainings on entrepreneurship for the targeted guardians of the enrolled child labour to enhance their capacity to proper use of the loan for viable IGA and to decrease the risk of low recovery rates;
8. Under the guidance of Assistant Coordinator-Capacity Building he/she organise trainings, orientations and discussions on various non-financial issues aimed at:

- Raising awareness on children's right, the Worst Forms of Child Labour, the importance of education and the role of guardians to prevent/eliminate the WFCL.
- Raising awareness on the roles and responsibilities of men and women in households, distribution of decision powers, management of household resources and expenses, discrimination, human rights, importance of self-organization & mobilization, negative effects of early marriage & dowry, primary health issues and access to private/public resources.
- 9. Preparing periodical and other technical reports and the status of the training programme to the DCC management and UIE Project;
- 10. Supervision and guidance of the work of the Training Assistant;
- 11. Assisting the Assistant Coordinator for overall implementation and monitoring of the Capacity Development component of the AP;
- 12. Performing any other works to be assigned by the higher authority.

#### Qualifications:

- **Education:** Minimum Second Class Masters Degree in Social Sciences from any recognized university.
- **Experience:** At least 3 years experience in training program designing, implementation and monitoring on different issues in GOB/NGO/International Organizations; should have knowledge on child right, labour laws and ILO Convention; computer skill in MS office; and experience in working on human, labour & child rights issues as well as on urban informal economy intervention will be a significant added advantage.
- **Language:** Proficiency and excellent ability to speak and draft correctly and clearly in English and Bangla.
- **Nationality:** Bangladeshi.
- **Competencies:** Excellent and good knowledge of the role and operations of ILO and DCC system; ability to work on own initiative as well as team member; ability to work under pressure and meet deadlines; and ability to supervise other staff.

• **Remuneration:** BD Tk. 20,000 p/m.

### SOCIAL MOBILIZATION OFFICER

#### Description of Duties:

The incumbent under the guidance & supervision of Assistant Coordinator Capacity Building will provide technical and managerial support to Secondary Partners (NGOs) for proper implementation of action programme. More in particular s/he will be responsible for:

1. Planning and monitoring the implementation of social and community mobilization efforts as a whole;
2. Designing, organizing and implementing advocacy & awareness raising campaigns for urban informal settings on human, labour & child rights, in general and more in particular on changing the perceptions of child work, children's role in the family, on how children should be prepared for the future, on the long-term impact of child labour on families' socio-economic progress, on health and the need for birth registration at community level;
3. Conducting the campaigns through participatory approaches with a view to strengthen the beneficiaries voice and representation for change;
4. Assisting the partner NGOs in establishing and sustaining Social Mobilization Units at community level that will promote good practices and make models and assist community-based advocacy groups in their role to combat hazardous child labour;
5. Establishing linkages between formal and informal sector employers, trade unions or workers' associations and workers in urban informal sectors;
6. Arranging to establish social partnerships between local employers' associations and workers/trade unions;
7. Supervising the mobilization activities at Multipurpose Centre level run by NGOs and also responsible for community mobilization & participation i.e. maintaining liaison with the community, in particular with the guardians, employers and the strategic partners;
8. Maintaining strong cooperation with the Child Labour Monitoring Officer for sufficiently mobilizing communities to participate and be involved in the multi-disciplinary Child Labour Monitoring system;
9. Work under the guidance and supervision of Assistant Coordinator (Capacity Development) and to assist his/her day to day activities for implementation of AP activities; and
10. Performing any other work to be assigned by the higher authority.

#### Qualifications:

- **Education:** Minimum Second Class Masters Degree in Social Sciences from any recognized university.
- **Experience:** At least 3 years experience in designing & planning mobilization activities and its implementation in GOB/NGO/International Organizations; should have knowledge on child right, labour laws and ILO convention; Computer skill in MS Office; and experience in working on human, labour & child rights issues as well as on urban informal economy intervention will be a significant added advantage.
- **Language:** Proficiency and excellent ability to speak and draft correctly and clearly in English and Bangla.
- **Nationality:** Bangladeshi.
- **Competencies:** Excellent and good knowledge of the role and operations of ILO and DCC system; ability to work on own initiative as well as team member; ability to work under pressure and meet deadlines; and ability to supervise other staff.

### CHILD LABOUR MONITORING OFFICER

#### Description of Duties:

The incumbent under the supervision of Assistant Coordinator (Monitoring) will provide technical and managerial support to Secondary Partners (NGOs) for proper monitoring and implementation of action programme. More in particular s/he will be responsible for:

1. Assisting action programme management of DCC to design multi-disciplinary and multi-tier child labour monitoring system;
2. Maintaining close cooperation with the Social Mobilization Officer for effectively mobilizing communities to participate and be involved in the multi-disciplinary Child Labour System;
3. Establishing linkages between the Beneficiary Tracking System (BTS) undertaken by the secondary partners under the NFE, SDT and SEE programmes and the Child Labour Monitoring (CLM) database at DCC level;
4. Compiling, recording and consolidating data generated by Beneficiaries Tracking System (BTS) for conversion of BTS data in CLM data and reporting the CLM data to the Child Labour Unit;
5. Assisting the Assistant Coordinator (Monitoring) in developing a Child Labor Monitoring (CLM) database at DCC level;
6. Supervising and monitoring the implementation of Non Formal Education (NFE), Skill Development Training (SDT) and Social and Economic Empowerment (SEE) programmes to be implemented by the Secondary Partners i.e. NGOs and visit the program areas regularly for that purpose;
7. Ensuring that the data generated by the Beneficiary Tracking Systems generated by the NFE, STD and SEE programmes feed into the Child Labour Monitoring database at DCC level;
8. Working as per Monitoring and Supervision Plan (MASP) developed by DCC Management in cooperation with the ILO-UIE project;
9. Working under the direct supervision of Assistant Coordinator (Monitoring) and DCC Management;
10. Preparing and submitting day to day monitoring report to the DCC authority through the Assistant Coordinator;
11. Preparing monthly reports on progress & achievements, needs, constraints and lessons learned and submit it to the higher authority for their advice if any;
12. Assisting the Assistant Coordinator in preparation of working paper for various meetings and preparation of reports as and when needed by UIE project, DCC authority and MOLE;
13. Supervising and guiding the activities of Child Labour Monitoring Assistant for smooth monitoring so that NFE, SDT & SEE activities could be successfully completed in due time;
14. Performing any other work to be assigned by the higher authority.

#### Qualifications:

- **Education:** Minimum Second Class Masters Degree in Social Sciences from any recognized university.
- **Experience:** At least 3 years experience in planning and designing of monitoring methodology and its implementation in GOB/NGO/International Organizations; should have knowledge on child right, labour laws and ILO Convention; Computer skill in MS office; and experience in working on human, labour & child rights issues as well as on urban informal economy intervention will be a significant added advantage.
- **Language:** Proficiency and excellent ability to speak and draft correctly and clearly in English and Bangla.
- **Nationality:** Bangladeshi.
- **Competencies:** Excellent and good knowledge of the role and operations of ILO and DCC system; ability to work on own initiative as well as team member; ability to work under pressure and meet deadlines; and ability to supervise other staff.

• **Remuneration:** BD Tk. 20,000 p/m.

### ZONAL MONITORING OFFICER

#### Description of Duties:

The incumbent under the supervision of Assistant Coordinator (Monitoring) will monitor the implementation of programmes (NFE, SDT & SEE) run by the NGOs. More in particular s/he will be responsible for:

1. Monitoring the delivery of services by the secondary partners i.e. NGOs, particularly the Beneficiary Tracking System (BTS), data collection and recording including sample verification;
2. Acting as a member of Zonal Implementation Unit;
3. Maintaining close contact with the DCC Zonal Officer and work as per his/her advice & guidance for effective implementation of the activities run by the Partner NGOs;
4. Monitoring and supervising the activities of NFE, SDT & SEE programme and visit that areas regularly for that purpose;
5. Identifying the problems/constraints during the visit and prepare reports with recommendations and place these reports at the

- meeting of Zonal Implementation Unit for their possible solution;
6. Responsible to and working under the supervision and guidance of Assistant Coordinator (Monitoring) and respective DCC Zonal Officer to perform his/her tasks;
7. Preparing working paper for the meeting of Zonal Implementation Unit;
8. Maintaining liaison with GO-NGOs and other Stakeholders at the Zonal level for getting their cooperation; and
9. Performing any other work to be assigned by the higher authority.

#### Qualifications:

- **Education:** Minimum Second Class Masters Degree in Social Sciences from any recognized university.
- **Experience:** At least 3 years experience in planning and designing of monitoring methodology and its implementation in GOB/NGO/International Organizations; should have knowledge on child right, labour laws and ILO Convention; Computer skill in MS office; and experience in working on human, labour & child rights issues as well as on urban informal economy intervention will be a significant added advantage.
- **Language:** Proficiency and excellent ability to speak and draft correctly and clearly in English and Bangla.
- **Nationality:** Bangladeshi.
- **Competencies:** Excellent and good knowledge of the role and operations of ILO and DCC system; ability to work on own initiative as well as team member; ability to work under pressure and meet deadlines.

• **Remuneration:** BD Tk. 20,000 p/m.

### CHILD LABOUR MONITORING ASSISTANT

#### Description of Duties:

The incumbent under the guidance and supervision of Assistant Coordinator (Monitoring) and Child Labor Monitoring Officer will provide monitoring and managerial support to Secondary Partners (NGOs) for proper implementation of NFE, SDT & SEE program at the Zonal level. More in particular he/she will be responsible for:

1. Assisting the Child Labor Monitoring Officer on any particular duty related to the monitoring of the activities of the NGOs at the field level;
2. Conducting monitoring field visit as per work plan;
3. Verifying of child labour monitoring and beneficiary tracking data collected at operational levels;
4. Assisting the NGOs in their monitoring programs and tracking of beneficiaries i.e. collection, recording, processing and analyzing of data under the supervision of the Monitoring Officer;
5. Reporting on each monitoring field visit using the monitoring tools developed for field monitoring purposes;
6. Recording, processing, analyzing and reporting upon independently collected data;
7. Establishing and maintaining trustworthy and confident relationships with the actors and audiences of Child Labour Monitoring and Beneficiaries Tracking System;
8. Providing feed back and recommendations for remedial action to the Child Labour Monitoring Officer on constraints encountered or otherwise detected;
9. Performing any other work to be assigned by the higher authority.

#### Qualifications:

- **Education:** Minimum Second Class Bachelor Degree in Social Sciences from any recognized university.
- **Experience:** At least 3 years experience in monitoring issues and its implementation in GOB/NGO/International Organizations; should have knowledge on child right, labour laws and ILO Convention; Computer skill in MS office, and experience in working on human, labor & child rights issues as well as on urban informal economy intervention will be a significant added advantage.
- **Language:** Proficiency and excellent ability to speak and draft correctly and clearly in English and Bangla.
- **Nationality:** Bangladeshi.
- **Competencies:** Excellent and good knowledge of the role and operations of ILO and DCC system; ability to work on own initiative as well as team member; ability to work under pressure and meet deadlines; and ability to supervise other staff.

• **Remuneration:** BD Tk. 15,000 p/m.

### TRAINING ASSISTANT

#### Description of Duties:

The incumbent under the guidance and supervision of Assistant Coordinator (Capacity Building) and Training Officer will provide technical and training support to Secondary Partners (NGOs) for proper implementation of all training related activities to action program at the Zonal level. More in particular he/she will be responsible for:

1. Assisting the Training Officer on any particular duty related to the training operation;
2. Assisting the Assistant Coordinator-Capacity Building and Training Officer in the implementation of capacity building programs, including the provision of assistance to trainings and orientations;
3. Working under the direct supervision and guidance of Training Officer;
4. Providing feed back and recommendations for appropriate action to the Assistant Coordinator and Training Officer on constraints encountered otherwise detected;
5. Conducting regular field visits as per work plan;
6. Responsible to the Action Program Coordinator, Assistant Coordinator(Monitoring) and Training Officer to perform his/her tasks;
7. Facilitating a smooth flow and sustainable operation of other program activities that his/her direct responsibility; and
8. Performing any other work to be assigned by the higher authority.

#### Qualifications:

- **Education:** Minimum Second Class Bachelor Degree in Social Sciences from any recognized university.
- **Experience:** At least 3 years experience in planning, designing, organizing and monitoring training courses and its implementation in GOB/NGO/International Organizations; should have knowledge on child right,
- labour laws and ILO convention; computer skill in MS office; and experience in working on human, labour & child rights issues as well as on urban informal economy intervention will be a significant added advantage.
- **Language:** Proficiency and excellent ability to speak and draft correctly and clearly in English and Bangla.
- **Nationality:** Bangladeshi.
- **Competencies:** Excellent and good knowledge of the role and operations of ILO and DCC system; ability to work on own initiative as well as team member; ability to work under pressure and meet deadlines; and ability to supervise other staff.

• **Remuneration:** BD Tk. 15,000 p/m.

### ADMINISTRATIVE/FINANCE ASSISTANT

#### Description of Duties:

The incumbent under the administrative supervision of the AP Management and will be responsible for providing the necessary financial, administrative and logistical assistance to the Action Program. More in particular he/she will be responsible for:

1. Maintaining financial books of records and reconcile expenditures, balances, payments, statements and other data for daily transactions and reports;
2. Preparing recurring reports as per instruction, including monthly impress reports, reports required for budget preparations, financial reporting, audits or other reasons;
3. Preparing detailed cost estimates and participation in budget analysis and projections;
4. Procurement/purchasing of office supplies, goods and services including the payment of bills of communication and utilities;
5. Maintaining records of the procured office supplies, goods and services;
6. Making inventories of office equipment and furniture;
7. Preparing documents, applications and other administrative actions required for personal recruitment, extension of contracts, salary payments, including overtime, increment and promotion (etc) purpose;
8. Preparing financial and or administrative requests, applications and forms for the professional program staff and ensuring the appropriate follow-up of processing;
9. Reconciling bank statement of expenditures on monthly basis;
10. Preparing detailed budgets as per inputs provided by the ILO-UIE project;
11. Assisting the AP Management in his/her reviewing, monitoring and following up of program budget and expenditures;
12. Monitoring, reviewing and verification of budgets and expenditures, financial reports, forecasts and all relevant supporting documents of the implementing partners related to the Action Programs in regular consultation with the AP authority;
13. Liquidating Action Program and other procured goods or services, expenditures and preparing the proceeding of disbursement and payment requests;
14. Providing overview of the program's work in order to ensure timely administrative, financial and logistic support;
15. Carrying out of complementary duties as may be assigned by the concerned authority.

#### Qualifications:

- **Education:** At least commerce Graduate. Formal recognized training in accounting and/or finance from a recognized commercial institute or equivalent and knowledge on accounting software will be given preference;

- **Experience:** At least 5 years of general accounting clerical experience, experience in working in a team; working experience in the GOB, NGO or International Organization in a development oriented environment that will be considered as an advantage.
- **Language:** Proficiency and excellent ability to speak and draft correctly and clearly in English and Bangla.
- **Nationality:** Bangladeshi.
- **Competencies:** Typing, standard office computer applications (e.g. PPS, Excel, Word, Internet and e-mailing), short hand, verbal communication skills, knowledge on GOB financial and administrative rules and regulations, organized and systematic in work, accurate and punctual, ability to organize his/her own work and take initiatives and to work independently with minimum supervision; ability to work in a team (congenial, multicultural environment), ability to work under pressure and meet deadlines.
- **Remuneration:** BD Tk. 15,000 p/m.

### SECRETARY

#### Description of Duties:

The incumbent under the administrative supervision of the AP Management and will be responsible for providing the necessary secretarial, administrative and logistical assistance to the Action Program. More in particular he/she will be responsible for:

1. Drafting of standard, regular and routine correspondences independently;
2. Production and copying of documents using computer software and arranging for their reproductions and distributions;
3. Receiving visitors, place and screen telephone calls;
4. Ensuring a congenial office environment, including the maintaining of office and modern office equipment and other office accessories;
5. Supervising the performance of the program's driver and messenger cum cleaner;
6. Arranging for appointments and meetings and maintain the office calendar and diary;
7. Preparing outgoing correspondence (incl. clearing conformity with established procedures and modalities) and ensuring its routing through various means, including faxes, e-mailing, etc;
8. Maintaining up-to-date directories of persons and organizations relevant for program activities, including maintaining of travel schedules and other travel related information;
9. Establishing and maintenance of registry and filing system and maintaining of both electronic and hardcopy filing systems for all relevant correspondences;
10. Maintaining the program personnel staff files confidentially;
11. Maintenance of (hard and soft) records databases on the attendance of program staff, leave and overtime records, the filling up of prescribed forms and their submission to the financial assistant and/or AP Management;
12. Selecting and making/compiling pertinent abstracts/ reports and the undertaking of (electronic) searches for information;
13. Carrying out of complementary duties as may be assigned by concerned authority.

#### Qualifications:

- **Education:** Minimum Second Class Bachelor Degree in Social Sciences from any recognized university. Diploma holders on Secretarial Science from any recognize institute will get preference.
- **Experience:** At least 5 years of secretarial and administrative experience; experience in working in a team; working experience in GOB, NGO and International Organization at promoting human, labor and child rights related issues will be considered as an advantages.
- **Language:** Proficiency and excellent ability to speak and draft correctly and clearly in English and Bangla.
- **Nationality:** Bangladeshi.
- **Competencies:** Typing, standard office computer applications (e.g. PPT, Excel, Word, Internet and e-mailing), short hand, verbal communication skills, knowledge on GOB and NGO administrative rules and regulations, knowledge of an application of filing systems, organized and systematic in work, accurate and punctual, ability to organize his/her own work and take initiatives and to work independently with minimum supervision; ability to work in a team (congenial, multicultural environment), ability to work under pressure and meet deadlines.
- **Remuneration:** BD Tk. 12,000 p/m.

### MESSANGER/CLEANER

#### Description of Duties:

The incumbent under the administrative supervision of the AP Management and will be responsible for providing the necessary logistical and administrative assistance to the Action Program. More in particular he/she will be responsible for:

1. Sending messages, letters, reports etc to the concerned agencies/authorities;
2. Receive letters, check address and deliver addresses in the office;
3. Carry office letters and files from desk to desk and handover to the proper person/table as marked or directed by administration;
4. Responsible for cleaning office premises, equipment and others;
5. Carry out all jobs related to photocopying, transmit fax messages etc.
6. Responsible for operating office equipment (fax, projector, photocopier, camera etc.)
7. Responsible for maintain hospitability; and
8. Performing any other tasks as assigned by the authority.

#### Qualifications:

- **Education:** At least SSC passed.
- **Experience:** Work experience as a messenger/office assistant in any GOB/NGOs/Private Enterprise/International Organizations will be given preference;
- **Language:** Ability to speak clearly in Bangla and understand English
- **Nationality:** Bangladeshi
- **Competencies:** Able to ride bicycle, accurate and punctual, ability to organize his own work and take initiatives and to work independently with minimum supervision; ability to work in a team (congenial, multicultural environment), ability to work under pressure, long hours and meet deadlines.
- **Remuneration:** BD Tk 5,000 p/m.

### DRIVER

#### Description of Duties:

The incumbent will be under the administrative supervision of the AP Management and will be responsible for driving vehicle for necessary logistical and administrative assistance to the Action Program. More in particular he/she will be responsible for:

1. Driving the office vehicle for official purposes;
2. Collecting and delivering of mail documents and goods;
3. Keeping records of use of the vehicle, its daily mileage, gas/oil consumption, oil changes, greasing and other regular or needs-based services;
4. Maintaining of the vehicle, through the regular cleaning of the vehicle, the checking of oil, water batteries, brakes and tires etc;
5. Performing minor or arranging for more substantive repairs if needed, and
6. Carrying out of other official duties as may be assigned by the AP Management for Action Program purposes.

#### Qualifications:

- **Education:** At least SSC passed with valid driving heavy/medium license.
- **Experience:** Minimum 5 or more years work experience as a driver in any GOB/NGO/Private Enterprise/International Organizations;
- **Language:** Ability to speak clearly in Bangla and understand English.
- **Nationality:** Bangladeshi
- **Competencies:** Able to drive any types of vehicles accurately and punctually; ability to organize his own work and take initiatives and to work independently with minimum supervision; ability to work under pressure, long hours, multicultural environment and meet deadlines.
- **Remuneration:** BD Tk 8,000 p/m.

All positions are subject to the following conditions:

- a) An initial contract of one year with a three months probation period;
- b) The initial contract of one year may receive yearly extensions;
- c) Contract modalities are those of an external consultant.

The application must mention the position applied for at the top of the envelope of application. Applicants must also accompany their application with an updated, detailed Curriculum Vita, a recent passport size photograph, as well as the relevant and attested certificates. The application should be addressed and submitted to the Chief Executive Officer of Dhaka City Corporation, Nagar Bhaban, Fulbaria, Dhaka-1000 on or before 20 January 2009. Women are encouraged to apply for these posts. Any form of canvassing, soliciting or influencing will be treated as a disqualification.

DCC/PRD/281/08-09  
GD-142

Chief Executive Officer  
Dhaka City Corporation