

Career Opportunity

Under the direct supervision of the Deputy Commissioner, the District LCBCE Facilitator will be responsible for the following key functions. However, such functions may be reviewed and adjusted periodically by the DCCC. The major responsibilities are precisely illustrated:

- Support the Deputy Commissioner in leading the functions of the District Convergence Coordination Committee (DCCC)
- Prepare & update Upazila and District Profiles with social services for using as evidence base planning monitoring tool for improvement of children & women lives and share with relevant stakeholders including UNICEF.
- Support DCCC in preparing district integrated work plans, detailed budget and initiate quarterly fund request from UNO to Deputy Commissioner.
- Support DCCC to disburse fund timely to the selected unions and expedite implementation, monitor and share findings in written with all concerned.
- Support District Administration in financial tracking (separate cash & stock registers) and submission of fund requisition ensure utilization, timely liquidation with activity report to UNICEF.
- Conduct regular field visits to expedite the implementation of LCBCE planned activities and keep abreast of all respective stakeholders on the progress.
- Support Deputy Commissioner in organizing meetings, events and preparing meeting minutes to share with all members for further action.
- Documentation of progress related to activities of LCBCE and produces periodic reports (monthly, quarterly, half yearly and yearly) and share with all relevant officials including UNICEF.
- Support Deputy Commissioner to establish and manage knowledge and information centre at upazila level and update information / data base related to children's issues.
- Assist disaster management committee to prepare emergency and response plan, Obtain firsthand information on issues affecting children & women and keep informed about progress & challenge.
- Facilitate capacity enhancement through trainings on participatory bottom-up planning, communication for development (C4D)/ behavioral change communication, On-line Birth Registration, and other child rights related issues
- Prepare and submit monthly travel plan for the next month to DC for review and approval
- Support in organizing promotional events, training, workshop as and when required.
- Carry out any other responsibilities as assigned by Deputy Commissioner.

Duration:

The LCBCE Facilitator will be recruited for one year up to June 2015, extendable based on performance and availability of funds

Qualifications or knowledge/experience required for the assignment:

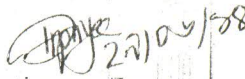
- a) **Education:** Master Degree from any recognized educational institution;
- b) **Work-experience:** Minimum of two years of work experience in any development fields, experience of working in the field of children and women development and communication will get preference
- c) **Competencies**
 - Conceptual ability and analytical skills;
 - Good communication skills;
 - Proficiency in the use of computers and especially word, excel, power point, email operation and internet browsing;
- d) Good command in Bangla and English
- e) Inhabitant of the host district will get preference
- f) **Gross Salary:** Tk 17,000 (Remuneration 14000 + transportation 2000 + other expenses 1000)
- g) Number of posts: 1 (One)

Date of submission of the application:

Application should be submitted to the Deputy Commissioner, Jamalpur by 10th July 2014.

Enclosed:

1. Attested (by the first class gazetted Officer) copies of all academic and experience certificates.
2. Two copies attested (by the first class gazetted Officer) colour passport size photograph.
3. Character and citizen certificate from the concern Union Parishad/Municipal Corporation.


Diptimoyee Zaman,
Assistant Commissioner
Office of the Deputy Commissioner,
Jamalpur

Career Opportunity

Under the direct supervision of Upazila Nirbahi Officer, (Jamalpur Sador & Sarishabari) Upazila LCBCE Facilitator will be responsible for the following key functions. However, such functions may be reviewed and adjusted periodically by the UzCCC. The major responsibilities are precisely illustrated:

- Support the Upazila Nirbahi Officer in leading the functions of the Upazila Convergence Coordination Committee
- Prepare & update Upazila and Union Profiles with social services for using as evidence base planning monitoring tool for improvement of children & women lives and share with relevant stakeholders including UNICEF.
- Support UzCCC in preparing union & upazila integrated work plans, detailed budget and initiate quarterly fund request from UNO to Deputy Commissioner.
- Support UzCCC to disburse fund timely to the selected unions and expedite implementation, monitor and share findings in written with all concerned.
- Support Upazila Administration in financial tracking (separate cash & stock registers) and submission of fund requisition, ensure utilization, timely liquidation with activity report to Deputy Commissioner.
- Conduct regular field visits to expedite the implementation of upazila and union level activities and keep abreast of all respective stakeholders on the progress.
- Support UNO in organizing meetings, events and preparing meeting minutes to share with all members for further action.
- Documentation of progress related to activities of LCBCE and produces periodic reports (monthly, quarterly, half yearly and yearly) and share with all relevant officials including UNICEF.
- Support the Upazila Nirbahi Officer to establish and manage knowledge and information centre at upazila level and update information / data base related to children's issues.
- Assist disaster management committee to prepare emergency and response plan, Obtain firsthand information on issues affecting children & women and keep informed about progress & challenge.
- Facilitate capacity enhancement through trainings on participatory bottom-up planning, communication for development (C4D)/ behavioral change communication, On-line Birth Registration, and other child rights related issues
- Prepare and submit monthly travel plan for the next month to UNO for review and approval
- Support in organizing promotional events, training, workshop as and when required.
- Carry out any other responsibilities as assigned by Upazila Nirbahi Officer

Duration:

The LCBCE Facilitator will be recruited for one year up to June 2015, extendable based on performance and availability of funds

Qualifications or knowledge/experience required for the assignment:

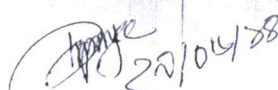
- a) **Education:** Bachelor Degree from any recognized educational institution;
- b) **Work-experience:** Minimum of two years of work experience in any development fields, experience of working in the field of children and women development and communication will get preference
- c) **Competencies:**
 - Conceptual ability;
 - Good communication skills;
 - Proficiency in the use of computers and especially word, excel, power point, email operation and internet browsing;
- d) Good command in Bangla and English
- e) Inhabitant of the host district will get preference
- f) **Gross Salary:** Tk 12,000 (Remuneration 9000 + transportation 2000 + other expenses 1000)
- g) Number of posts: 2 (Two)

Date of submission of the application:

Application should be submitted to the Deputy Commissioner, Jamalpur by 10th July 2014.

Enclosed:

1. Attested (by the first class gazetted Officer) copies of all academic and experience certificates.
2. Two copies attested (by the first class gazetted Officer) colour passport size photograph.
3. Character and citizen certificate from the concern Union Parishad/Municipal Corporation.


Diptimoyee Zaman,
Assistant Commissioner
Office of the Deputy Commissioner,
Jamalpur