

Government of the People's Republic of Bangladesh
Project Management Unit
Sustainable Coastal and Marine Fisheries Project (1st Revised)
Department of Fisheries, Ramna, Dhaka

Memo No. 33.02.0000.949.32.037.23. ২১৪

Date: 30.01.2024

Job Opportunity

The Sustainable Coastal and Marine Fisheries Project (SCMFP), Department of Fisheries, Matshya Bhaban, Ramna, Dhaka invites applications for the contractual appointment of **Onboard Observers** during the project period. The monthly consolidated pay and working period will be provided as per the revised DPP. The required qualifications and experiences for the services are below:

Sl. No.	Name of the position	No. of position	Monthly consolidated pay (Tk)	Academic qualification and experience	Responsibilities
1.	Onboard Observers	50 (Fifty)	35,000.00	Educational qualification will be at least BSc (Hons) in Marine Fisheries/Fisheries/Marine Science from reputed Universities/ Institutions/Academies. The Onboard Observers have to have physical fitness for staying at sea.	The Onboard Observers will work for the implementation of Monitoring, Controlling, and Surveillance (MCS) in the industrial fishing vessels.

Terms and Conditions:

1. The Onboard Observers will be deployed for a maximum of 8 months/year considering the fishing period.
2. The deployment will be completely temporary during the project period (up to June 2025) in the industrial fishing vessels with initial orientation and training.
3. The Onboard Observers will be selected based on the required qualifications and experiences.
4. The applicant must write the name of the position, father's name, mother's name, date of birth, permanent and present address, mobile number, nationality, academic qualification, relevant experience, training, and other qualifications. The application format is available on the Department of Fisheries Website (www.fisheries.gov.bd).
5. Applications with two copies of a recent passport-size photograph and necessary documents/certificates (attested) such as a photocopy of a) NID, b) all academic certificates, c) relevant experience & training certificates, and other qualifications should be reached to the Project Director, Sustainable Coastal and Marine Fisheries Project (SCMFP), Department of Fisheries, Matshya Bhaban, Ramna, Dhaka-1000 during office hour (9:00 AM to 4:00 PM) on or before 14 February 2024. **Please mention the name of the post on the top of the envelope.**
6. The authority of the Sustainable Coastal and Marine Fisheries Project (SCMFP), Department of Fisheries reserves the right to cancel the circulation. No explanation for such action will be provided to the applicant.
7. No TA/DA will be provided for attending the interview.
8. The authority reserves the right to accept or reject any or all applications without showing any reason.

বিঃদ্র: এটি দাতা সংস্থার অর্থায়নে স্বল্প সময়ের জন্য (জুন ২০২৫ পর্যন্ত) সম্পূর্ণ অস্থায়ী চুক্তিভিত্তিক নিয়োগ। চাকরীর মেয়াদ বৃদ্ধি বা সরকারী খাতে স্থানান্তরের কোন সুযোগ নেই।


Zia Haider Chowdhury
Project Director

Sustainable Coastal and Marine Fisheries Project
E-mail: pdscmfpdof@fisheries.gov.bd

Copy forwarded for kind information and necessary action (Not in order of seniority):

1. Secretary, Ministry of Fisheries and Livestock, Bangladesh Secretariat, Dhaka
2. Director General, Department of Fisheries, Matshya Bhaban, Ramna, Dhaka
3. Country Director, World Bank, Dhaka office (Attn: Mr. Istiak Sobhan, Co-Task Team Leader, World Bank, Dhaka)
4. Advertisement Manager, The New Age (with a request to publish the advertisement part (4 Column X 9 inch) for one time in your newspaper on 31/01/2024 using minimum space and to provide 03 copies of the same.
5. Advertisement Manager, The Daily Kalbela (with a request to publish the advertisement part (4 Column X 9 inch) for one time in your newspaper on 31/01/2024 using minimum space and to provide 03 copies of the same.

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Job Opportunity

The Sustainable Coastal and Marine Fisheries Project (SCMFP), Department of Fisheries, Matshya Bhaban, Ramna, Dhaka invites applications for the appointment of contractual **Administrative Staff** during the project period. The monthly consolidated pay and working period will be provided as per the revised DPP. The required qualifications and experiences for the services are below:

Sl. No.	Name, no. of the position & monthly salary	Academic qualification and experience	Responsibilities
1.	<p>Financial Analyst</p> <p>No. of Position: 01 (One);</p> <p>Monthly consolidated pay: Tk. 2 (Two) Lac</p>	<p>Academic qualification:</p> <ul style="list-style-type: none"> • Post-Graduation (Masters) in Accounting/ Finance/ Management/ MBA or Post Graduation (Masters) with Accounting Credibility; • Professional accounting qualification CA, CMA, ACCA etc. will be preferred; • Working experience in government system will be preferred; • Trained on operating Financial Implementation Software; <p>Experience:</p> <ul style="list-style-type: none"> ▪ Minimum 5 years of Job experiences in a similar field with a Donor of which at least 2-3 years of specific experience as Financial Analyst/ Financial Assistant/ Jr. Consultant or similar position, preferably with IDA or another Donor funded project will be preferred; ▪ Have had hands-on experience in Microsoft or similar computerized Accounting; ▪ Proven track record of ability to develop a Chart of Accounts befitting the relevant computerized accounting system and the report; ▪ Demonstrated capacity to work in foreign aided projects in a team environment; ▪ In depth knowledge of technical and legal aspects of financial management in development projects, financed by the government and the World Bank; ▪ Must possess excellent communication skills in English, both written and spoken. ▪ Computer skills and handling of computer-based accounting systems and software is a prerequisite. 	<p>The Financial Analyst will work as a member of the PMU, SCMFP to support implementation of the project successfully under the direct control and supervision of the Financial Management Expert (FME). He/She will have reporting line to the FME and will be responsible to the FME for all financial matters. The scope of the services of the consultant includes, but not limited to: At the onset of taking on the task, agree with the FME on the schedule of reporting on fund flow, financial statement, internal and external auditing reports etc.</p> <ul style="list-style-type: none"> • Assist to FME submission of quarterly IUFRR and Withdrawal Applications to the World Bank. • Provide advisory support to prepare and design computerized accounting system. • Knowledge about grant distribution and keep accounting records. • Fund/Bank reconciliation of various spending unit and prepare consolidated financial report. • Prepare accounting and reporting and fund flow for the project cost center and design reporting format. • Prepare regular financial reports. • Monitor and provide support to improve budget implementation progress. • Ensure timely and efficient processing and administration of allocated funds, monitor funds flow from Bank to the project and ensure that appropriate GoB and World Bank procedures are followed. • Maintain all relevant books of accounts to record each financial transaction under the project. • Assist to FME monthly/bi-monthly/quarterly accounting and reporting fund flow for each cost center and a consolidated report for the operation. • Assist to FME control and management of proper records of project assets and

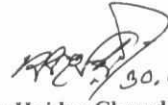
Sl. No.	Name, no. of the position & monthly salary	Academic qualification and experience	Responsibilities
			<ul style="list-style-type: none"> purchases, including inventory records. Assist to FME for prepare annual and quarterly disbursement forecasts and consolidate financial reports; Assist to FME to prepare reports and supporting documents for the external and internal audit. Continually assess fiduciary risks and report any concerns to the FME. Attend entry and exit meetings with FAPAD auditors, facilitate timely completion of audits by arranging timely submission of annual financial statement in appropriate format, supply of information and documents responding to queries, initiate actions for holding tripartite meetings and coordinating with various units of PMU in meeting audit objections. Carry out any other related task assigned by the FME as and when required.
2.	<p>Maintenance Engineer</p> <p>No of Position: 01 (One)</p> <p>Monthly consolidated pay: Tk. 90 (Ninety) Thousand</p>	<p>Academic qualification: Masters / Hon's Degree in BSc in Computer Science/Engineering</p> <p>Experience:</p> <ul style="list-style-type: none"> Minimum 2 years of work experience in government projects; Minimum 3 years of work experience in related software farm will be preferable; Minimum 5 years of experience in Network Administration and Network Management Related Job; Experience in integrated digital delivery service platform for software delivery platform; Experience in organizing training, workshops, and conferences; Experience about e-filing, e-Nothi, APA, GRS, Innovation and e-governance etc. Communication skills with different service providers. Trainer experience in ICT, e-Filing, e-Nothi, Computer Operation etc. 	<ul style="list-style-type: none"> Network Server Management; Integrated digital delivery service platform for Software Delivery platform; Enhanced and updated network management system Network Administration; Full Network System designing LAN, WAN; Bandwidth Node, Cable Troubleshooting Management; Organizer Training, workshop, Conference; Experience about e-Filing, e-Nothi, APA, GRS, Innovation, and e-governance etc. Develop and Maintain Front end and back end programming of DoF databases; Communication skills with different service provider. Trainer experience about ICT, e-Filing, e-Nothi, Computer Operation etc. Government call center management; In exigencies continue with relevant tasks as and when assigned by PD/PMU.
3.	<p>Finance Assistant</p> <p>No. of Position: 01 (One);</p> <p>Monthly consolidated pay: Tk. 70</p>	<p>Academic qualification: Master's Degree in any discipline with second class</p> <p>Experience:</p> <ul style="list-style-type: none"> Minimum 3 years of work experience in computer operator in government and donor funded project. 	<ul style="list-style-type: none"> Budget preparation and monitoring; Payments for eligible project expenditure for relevant activities; Disbursement of project funds; Maintenance of books and bank accounts; Cash flow management; Financial reporting to GOB, the World Bank, and other stakeholders;

Sl. No.	Name, no. of the position & monthly salary	Academic qualification and experience	Responsibilities
	(Seventy) Thousand	<ul style="list-style-type: none"> At least 2 years of work experience in a Department of Fisheries-related project. Knowledge in Project Management Information System (PMIS) and Integrated Budget and Accounting System (iBas++) is required. Good IT skills especially in Microsoft Office Suite applications including MS Word, Excel, PowerPoint, etc. 	<ul style="list-style-type: none"> Assistance to external auditors and ensuring appropriate follow-up of audit. Any other works as assigned by the FME.
4.	Procurement Assistant No. of Position: 01 (One); Monthly consolidated pay: Tk. 70 (Seventy) Thousand	Academic qualification: Master's Degree in any discipline with second class Experience: <ul style="list-style-type: none"> Minimum 5 years of work experience as a computer operator in a government agency. 2 years of working experience as an assistant with procurement-related activities in government agency and donor funded projects. Skill in MS Office application. 	<ul style="list-style-type: none"> Assist PMU to prepare procurement related documents; Any other related task assigned by the PMU.
5.	Secretary to Project Director No. of Position: 01 (One); Monthly consolidated pay: Tk. 55 (Fifty Five) Thousand	Academic qualification: Master's Degree in any discipline with second class Experience: <ul style="list-style-type: none"> Minimum 3 years of work experience as Computer operator in government and donor-funded project. At least 3 years of work experience in a Department of Fisheries-related project. Experience in receiving incoming letters, documenting letters, and distribution of letters among the officers and consultants. Knowledge of e-mail, Internet etc. Good IT skills especially in Microsoft Office Suite applications including MS Word, Excel, PowerPoint, etc. 	<ul style="list-style-type: none"> Responsible to Project Director (PD), PMU Make draft for Office correspondence; Maintain office documents and meeting schedules; Receive and dispatch correspondence; Attend telephone calls; Maintain confidential files; Any other work as assigned by the PD.
6.	Fisheries Call Center Service Provider No. of Position: 02 (Two); Monthly consolidated pay: Tk. 50 (Fifty) Thousand	Academic qualification: Diploma in Fisheries Experience: <ul style="list-style-type: none"> At least 1(one) year of Call Center Management System Experience; Minimum 1 (one) year of Work Experience in any government project; Experience about CMS Software and call centre customer service Experience in MS Word, Excel, etc. Experience in call centre related reporting. Additional qualifications & experience will get priority. 	<ul style="list-style-type: none"> Call Center Management CMS Software Data Upload MS Word, Excel Experience, etc. Fisheries and call centre related reporting Quickly question solve Any other task assigned by the Project Director/ project management as and when required

Terms and Conditions:

1. The deployment will be completely temporary during the project period (up to June 2025).
2. The candidates for the positions will be selected based on academic attainments and experiences.
3. The applicant must write the name of the position, father's name, mother's name, date of birth, permanent and present address, mobile number, nationality, academic qualification, relevant experience, training, and other qualifications. The application format is available on the Department of Fisheries Website (www.fisheries.gov.bd).
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30.01.2024

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ছবি

আবেদন ফরম

১। পদের নাম	:			
২। আবেদনকারীর নাম	:			
বাংলায়	:			
ইংরেজিতে	:			
৩। পিতার নাম	:			
৪। মাতার নাম	:			
৫। জন্ম তারিখ	:			
৬। মোবাইল নম্বর	:			
৭। জাতীয়তা	:			
৮। জাতীয় পরিচয় পত্র নম্বর	:			
৯। শিক্ষাগত যোগ্যতা:				
পরীক্ষার নাম	শিক্ষা প্রতিষ্ঠান/ বিশ্ববিদ্যালয়ের নাম	পাসের সন	শ্রেণি/বিভাগ/গ্রেড	
১০। প্রশিক্ষণ ও অন্যান্য যোগ্যতা (যদি থাকে):				
১১। অভিজ্ঞতা:				
	প্রতিষ্ঠান/চাকুরিস্থল	পদের নাম	চাকুরীকাল	কাজের খরন/ সংক্ষিপ্ত বিবরণ
চাকুরীর রেকর্ড-১				
চাকুরীর রেকর্ড-২				
চাকুরীর রেকর্ড-৩				

২৫/১১

চাকুরীর রেকর্ড-৪				
১২। স্থায়ী ঠিকানা	:			
১৩। বর্তমান ঠিকানা	:			
১৪। পত্র যোগাযোগের ঠিকানা (মোবাইল/টেলিফোন নম্বরসহ):	:			

প্রত্যয়ন

আমি নিম্নস্বাক্ষরকারী প্রত্যয়ন করছি যে, আমার সর্বোচ্চ জ্ঞান ও বিশ্বাসমতে আবেদন ফরমে আমার ব্যক্তিগত, যোগ্যতা, অভিজ্ঞতা এবং এ সম্পর্কিত অন্যান্য দাখিলকৃত তথ্যাদি সঠিকভাবে উপস্থাপিত হয়েছে।

তারিখঃ

নিবেদক

(আবেদনকারীর স্বাক্ষর)

