



RESOURCE INTEGRATION CENTRE (RIC)

CAREER OPPORTUNITY

Date: 13/10/2019

Resource Integration Centre (RIC), a national level development organization, invites applications from qualified candidates of Bangladeshi national to fill up the following positions for its **Investment Component for Vulnerable Group Development (ICVGD) Programme**. The project will be implemented in Six (6) Upazila in Six (6) District under Barshal Division (Barishal-Muladi, Pirojpur-Najirpur, Jhalkathi-Nalsity, Potuakhali-Sadar, Barguna-Amtali and Bhola-Sadar) with the Funded by **World Food Programme (WFP)** Bangladesh.

S L	Name of Position	Educational Requirements	Job Responsibilities	Salary	Additional Requirements
1	Training Manager - 1	Masters in Social Science or equivalent	<p><u>Programme Implementation & Planning</u></p> <ul style="list-style-type: none"> Understand the ICVGD project objectives, principles and approaches in achieving sustainable impact in the life of the poor women and their families; Drawing an overall Training and Development plan of the project staffs and other relevant stakeholders Identifying and assessing training needs of the project staffs & beneficiaries based on different contexts i.e. financial inclusion, relevant value chain, market linkage, life skill, social BCC, nutrition messaging etc. Conceptualize the maternal and child health and nutrition situation of the selected areas of Bangladesh and lead designing the training strategy of context appropriate Behavior Change Communication (BCC) messages/activities, Entrepreneurship Development Training, Financial Inclusion, Human Capital development & Market Linkage training materials. Prepare monthly training plan with budget in accordance with detailed annual/quarterly training plan of the project with reporting; <p><u>Capacity Building</u></p> <ul style="list-style-type: none"> Lead the training officers in facilitating different module-based training at the field level Lead the assessment of specific training needs of different stakeholders and staffs of the project 	Tk. 50,000/= and other project benefits	<ul style="list-style-type: none"> Age at least 42 years 12 years' progressively responsible experience, job related experience in managerial positions in food security project implemented by national/international NGOs/UN bodies/ Government including 5 years' experience as a senior level trainer; Proven experience on training planning, implementation, budgeting, financial management, report writing, training need assessment, training follow-up & evaluation.; Strong management skills including ability to provide strategic guidance, technical oversight, mentor staff, build strong teams, develop workplans, and manage budgets and project expenditures;

			<p><u>Programme Coordination and Other support:</u></p> <ul style="list-style-type: none"> • Draft and finalize training plans and budgets (revision) for submission to PM • Coordinate implementation of ICVGD training activities under the guidance of the Program Manager and WFP staffs 		<ul style="list-style-type: none"> • Skill in speaking and report writing in English; • Computer skill on MS word, excel, power point and others; • Experience in working with government department;
2	Training Officer (EDT & Value Chain Management) - 1	<p>Master's degree in agriculture related subjects or business administration. Academic qualification is flexible in case of significant experiences in following: rural enterprise development, IGA management and feasibility studies, and rural market development issues;</p>	<p><u>Programme Implementation & Planning</u></p> <ul style="list-style-type: none"> • Preparing Training Manual on value chain selection, value chain analysis, identification of market-based solutions, assessment of market-based solutions and identification of different facilitation activities • Conduct market assessment survey and analyse information to design project intervention/activities • Identify and analyse potential opportunities to improve Project participants/ICVGD Women's access to markets and to improve efficiency of market actors. • Identify potential service providers, input/output market actors, project partners and producers (ICVGD women/Self Help Groups) and develop strategies for analysing and addressing their constraints • Identify relevant business related Private Sector actors (PSAs) and create necessary linkages between Self Help Group (SHGs) and Market Actors • Implement profitable business models for currently available technology around improved technologies (agriculture, sanitation, safe water and closing the sanitation loop, etc) <p><u>Capacity Building</u></p> <ul style="list-style-type: none"> • Prepare comprehensive training plan for project staff of ICVGD 	Tk. 50,000/= and other project benefits	<ul style="list-style-type: none"> • Age at least 40 years • 10 years of professional experience in similar projects; • Working experience with ultra-poor women for business development is a plus; • Knowledge & skills in developing & implementing training curriculum/modules; • Training quality monitoring, supervision, and reporting; • Strong networking capability, and analytical and interpersonal communication skills; • Use of basic computer software, e.g. MS Office Suite;

			<ul style="list-style-type: none"> Facilitate training on EDT and Value Chain Management with ICVGD project staff Identify training agenda, develop strategy and support curriculum development to address diverse needs for capacity building of different market actors. Organize and facilitate different workshops/meetings, orientation and discussion sessions etc. <p><u>Programme Coordination and Other support</u></p> <ul style="list-style-type: none"> Maintain regular coordination with relevant stakeholders of public and private sector and WFP officials for smooth operation of value chain activities Monitor effective implementation of project activities through regular field visits. Contribute in developing M & E tools, collect data, analyse and prepare report. Prepare monthly/quarterly progress reports for the selected IGAs/value chains of the region, incorporating both qualitative and quantitative information Ensure systematic documentation of project results and impact Facilitate and engage local level GoB departments and public stakeholders to ensure support for project activities Maintain close contact and communication for project planning, strategy formulation and other issues with Supervisor and counterparts, service providers, government, private sector and project participants. 		
3	Training Officer (Financial Inclusion) - 1	Master's degree in accounting, Finance or Business Administration. Academic qualification is flexible in case of significant experiences in following: rural	<ul style="list-style-type: none"> Prepare Curriculum/Training module on basic Financial terms Prepare training plan on financial inclusion training to the community women Conduct financial training with project staffs and community participants Conduct sessions on Business Calculation to the community women for running their individual 	Tk. 35,000/= and other project benefits	<ul style="list-style-type: none"> Age at least 40 years 10 years of professional experience in similar projects; Working experience with ultra-poor women for business development is a plus; Knowledge & skills in developing &

		enterprise development, IGA management and Business Plan Management;	<p>business</p> <ul style="list-style-type: none"> • Oversee training sessions provided to the project staffs and Field level stakeholders /community women • Conduct Training Need Assessment of the community women for developing contextual financial training • Maintain close contact and communication for project planning, strategy formulation and other issues with Supervisor and counterparts, service providers, government & private sector financial service provider and project participants. • Mobilize group of women on developing business mindset and maintaining group business, cash/ ledger book maintaining 		<p>implementing training curriculum/modules;</p> <ul style="list-style-type: none"> • Training quality monitoring, supervision, and reporting; • Strong networking capability, and analytical and interpersonal communication skills; • Use of basic computer software, e.g. MS Office Suite;
4	Training Officer (Multi-Dimensional Human Development) - 1	Masters in Social Science or equivalent	<ul style="list-style-type: none"> • Preparing/Reproducing Training Manual on multidimensional human capital elements (i.e. Leadership, Personality Attributes, Group Business etc.) • Identify Leadership development and group formation techniques of the community women • Coordinate with the consultant for Identifying strategies for ensuring enabling environment of the community women entrepreneurs • Conduct sessions on business motivation to the community women for running their individual business • Mobilize group of women through Capacity Building training on access to market/business opportunities and wider market opportunities • Oversee training sessions provided to the project staffs and Field level stakeholders /community women • Conduct Training Need Assessment of the community women for developing contextual Human Capital Development strategy • Maintain close contact and communication for project 	Tk. 35,000/= and other project benefits	<ul style="list-style-type: none"> • 10 years of professional experience in similar projects; • Working experience with ultra-poor women for business development is a plus; • Knowledge & skills in developing & implementing training curriculum/modules; • Training quality monitoring, supervision, and reporting; • Strong networking capability, and analytical and interpersonal communication skills; • Use of basic computer software, e.g. MS Office Suite;

			<p>planning, strategy formulation and other issues with Supervisor and counterparts, service providers, government, private sector and project participants.</p> <ul style="list-style-type: none"> • Mobilize group of women on developing business mindset and maintaining group business, cash maintaining • Conduct training to project staff and community groups on Multi-dimensional human capital development and business initiation 		
5	Training Officer – (Social BCC & Life Skill) - 1	Masters in Social Science or equivalent	<ul style="list-style-type: none"> • Conduct training on Social BCC and Life skill to the community women • Ensure at least one home visit to the community in a month • Ensure Family & Individual counselling to the community to ensure behavior change of the targeted beneficiaries • Customize training document as per programme context in consultation with WFP Consultant • Facilitate Training effectively with the community people • Oversee training sessions provided to the project staffs and Field level stakeholders /community women • Conduct Training Need Assessment of the community women for developing contextual Social BCC and Life Skill training material • Mobilize group of women through Capacity Building training on Social BCC and Life skill 	Tk. 40,000/= and other project benefits	<ul style="list-style-type: none"> • At least 10 years working experience as a senior level trainer and implementing livelihoods ,micro-financial project • Clear conception/understanding on human resource development technique • Skill in speaking and report writing in English • Proven competencies to work with MS-word/Excel,
6	Monitoring & Reporting Officer (MRO) - 1	Masters in Social Science or equivalent	<ul style="list-style-type: none"> • Monitor all project activities, expenditures and progress towards achieving the project output of IMLMA and ICVGD • Develop monitoring and impact indicator for the success of IMLMA and ICVGD project • Monitor and evaluate overall progress on achievement of results of IMLMA and ICVGD • Provide feedback to the Project Management on project strategies and activities • Suggest strategies to the Project 	Tk. 35,000/= and other project benefits	<ul style="list-style-type: none"> • At least 7 years working experience as monitoring, documentation and reporting officer in any development project • Clear conception/understanding on monitoring tools and reporting • Skill in speaking and report writing in English • Proven competencies to work with MS-

			<p>Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or reduce such bottlenecks</p> <ul style="list-style-type: none"> • Report monthly, quarterly, half-yearly and annual progress on all project activities to the Project Manager <p>Conduct capacity assessment on existing monitoring and evaluation system & Develop indicators and a monitoring strategy for the project</p> <ul style="list-style-type: none"> • Provide inputs, information and statistics for quarterly, annual and other reports to Project Management & WFP • Organize and conduct training on M&E for project staff • Participate in annual project reviews and planning workshops and assist the Project Manager in preparing relevant reports • Assist the project personnel preparing M&E tools and in supporting them in their use 		word/Excel,
7	Admin cum Accounts Officer (AAO)	Bachelor of Business Administration /MBA	<ul style="list-style-type: none"> • Analyze and ensure charging following all budget information and chart of accounts. • Prepare, maintain & update books of accounts (Voucher, Cash book, bank book, ledger etc.) • Preparation of monthly, quarterly, semi-annually and yearly cash financial reports (Income expenditure reports, balance sheet, bank reconciliation, cash flow etc.). • Preparation other on-demand reports as requested by WFP. • Maintain the records and documents for Audit facilitation • Assume responsibility in general for the proper management of cash transfers and in particular ensuring disbursements, receipts and 	Tk. 30,000/= and other project benefits	<ul style="list-style-type: none"> • Age at least 40 years • At least 5 years working experience project accounts keeping and administrative management • Clear conception /understanding on monitoring tools and reporting • Skill in speaking and report writing in English • Proven competencies to work with MS-word/Excel, • Should have valid motorcycle driving license

			<p>custody of cash under the planned activities are in line with established guidelines; ensures appropriate internal control are in place.</p> <ul style="list-style-type: none"> • Monthly and yearly fund request preparation and submission to WFP according to Budget allocation • Maintain appropriate records, reports and necessary documents relating to the cash transfer activities in the area. Provide a variety of statistical information as appropriate. • Arrange funds for ICVGD project activities • Prepare contracts for ICVGD project activities • Ensure payments to vendors for ICVGD project activities • Track ICVGD project expenses for central reporting • Prepare expense analysis and review with program management team and provide feedback/recommendation on deviation. • Track advances and accrual for timely adjustment. • Provide ICVGD project expense report in WFP provided reporting format. • Clarify queries of ICVGD project management team on charged expenses. • Arrange payments to the respective vendors • Initiate, develop and adapt effective internal control system • Maintains Administrative control records such as commitments and expenditures; initiate and process administrative action relating to travel arrangements, payments, procurements and delivery of equipment, supplies of inventories. • Set up, classify and maintain 		
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			<p>appropriate files in the office. Ensure proper supplies of materials; manage office premises, vehicles and inventories.</p> <ul style="list-style-type: none"> • Vendor enlistment and relevant contract preparation • Provide assistance to all staff; manage entitlements and benefits, including travel claims, leave, etc in line with Field Level Agreement (FLA). • Keep all relevant documentation and updated records of all transactions according to FLA • Perform other related duties, as required. 		
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Candidates meeting the above requirements are requested to send an application along with CV, two copies recent passport size photographs, copy of national ID, copies of all educational, experience and training certificates to **“THE EXECUTIVE DIRECTOR, RESOURCE INTEGRATION CENTRE (RIC), HOUSE # 20 (2ND FLOOR), ROAD # 11 (NEW) 32 (OLD), DHANMONDI R/A, DHAKA-1209”** BY **24/10/2019**. Detailed Experiences and Requirements will be available in www.bdjjobs.com, www.ric-bd.org, www.facebook.com/ric.bangladesh. **Please mention the name of position on the top of Envelop. Only short-listed candidates will be invited for an interview.**