



জাতীয় স্থানীয় সরকার ইনস্টিটিউট (এনআইএলজি)
বাংলাদেশে পারস্পরিক শিখন প্রতিষ্ঠানিকীকরণ প্রকল্প
২৯ আগারগাঁও, শের-ই-বাংলা নগর, ঢাকা-১২০৭

উন্নয়নের গণতন্ত্র
শেখ হাসিনার মূলমন্ত্র

নং: ৪৬.০১৮.০০০০.০০৩.০৪.০১.১৯.৩২

তারিখ: ০৩-০১-২০২০

পুনঃনিয়োগ বিজ্ঞপ্তি

জাতীয় স্থানীয় সরকার ইনস্টিটিউট (এনআইএলজি) কর্তৃক বাস্তবায়নধীন বাংলাদেশে পারস্পরিক শিখন প্রতিষ্ঠানিকীকরণ (এইচএলপি) প্রকল্পে নিম্নলিখিত পদে প্রকল্প মেয়াদে চুক্তিভিত্তিক জনবল নিয়োগ করা হবে।

পদবি: ক) প্রকল্প ব্যবস্থাপক-১জন খ) অপারেশনাল এসোসিয়েট- ১জন গ) ফিন্যান্স এসোসিয়েট- ১জন ঘ) লার্নিং এন্ড এডভোকেসি এসোসিয়েট- ১জন ঙ) মেইনটেন্যান্স ইঞ্জিনিয়ার- ১জন এবং চ) স্থানীয় সরকার হেল্পলাইন এসোসিয়েট- ১জন।

আগামী ১৯ জানুয়ারী, ২০২০ তারিখ বিকাল ৫:০০ টার মধ্যে আবেদনপত্র সরাসরি/কুরিয়ার/ডাকযোগে নিম্ন স্বাক্ষরকারী বরাবর পৌঁছাতে হবে।

কর্মচুক্তির সম্ভব্য মেয়দ ৪৫ মাস যা বার্ষিক কর্মদক্ষতা মূল্যায়নের উপর নির্ভরশীল।

প্রকল্প কার্যালয়: এনআইএলজি (২য় তলা), ২৯ আগারগাঁও, শের-ই-বাংলা নগর ঢাকা-১২০৭।

শিক্ষাগত যোগ্যতা ও অভিজ্ঞতাসহ অন্যান্য বিষয়ে বিস্তারিত: www.nilg.gov.bd (HLP menu) লিংকে পাওয়া যাবে।

শুধুমাত্র বাছাইকৃত প্রার্থীদের লিখিত/মৌখিক/ব্যবহারিক পরীক্ষা গ্রহণ করা হবে এবং যেকোন ধরনের

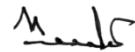
সুপারিশ প্রার্থীর অযোগ্যতা বলে বিবেচিত হবে।

লিখিত/ব্যবহারিক/মৌখিক পরীক্ষার জন্য কোন প্রকার টিএ/ডিএ প্রদান করা হবে না।

মো. গোলাম ইয়াহিয়া
প্রকল্প পরিচালক (অতিরিক্ত সচিব)
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শর্তাবলী

- ১) প্রার্থীকে অবশ্যই বাংলাদেশের নাগরিক হতে হবে।
- ২) জীবন বৃত্তান্তসহ আবেদনপত্র নিম্নস্বাক্ষরকারী বরাবর আগামী ১৯ জানুয়ারী, ২০২০ তারিখ রবিবার বিকাল ৫:০০ টার মধ্যে অফিস চলাকালীন সময় - প্রকল্প পরিচালক, 'এইচএলপি প্রতিষ্ঠানিকীকরণ প্রকল্প' কার্যালয়, এনআইএলজি, ২৯ আগারগাঁও, শের-ই-বাংলা নগর, ঢাকা-১২০৭ বরাবর সরাসরি/ডাক/কুরিয়ারযোগে পৌঁছাতে হবে। অসম্পূর্ণ, ত্রুটিপূর্ণ ও বিলম্বে প্রাপ্ত আবেদনসমূহ সরাসরি বাতিল বলে গণ্য হবে।
- ৩) প্রকল্প ব্যবস্থাপক পদের জন্য প্রার্থীর বয়স বিজ্ঞপ্তি প্রকাশের তারিখে (০৩/০১/২০২০) সর্বোচ্চ ৬০ বছর এবং অন্যান্য পদের জন্য সর্বোচ্চ ৪০ বছরের মধ্যে হতে হবে। বয়স প্রমাণের ক্ষেত্রে কোন এফিডেবিট গ্রহণযোগ্য নয়।
- ৪) প্রার্থীকে ১ম শ্রেণীর গেজেটেড কর্মকর্তা (নাম, পদবির সীল স্বাক্ষরসহ) কর্তৃক প্রদত্ত চারিত্রিক সনদপত্র, সকল শিক্ষাগত যোগ্যতা, অভিজ্ঞতার সনদের সত্যায়িত কপি এবং সদ্য তোলা ২(দুই) কপি পাসপোর্ট সাইজের সত্যায়িত ছবি আবেদন পত্রের সাথে সংযুক্ত করতে হবে।
- ৫) কোন তথ্য গোপন করে বা ভুল তথ্য প্রদান করে চাকুরিতে নিয়োগপ্রাপ্ত হলে কিংবা কোন তথ্য মিথ্যা প্রমাণিত হলে নিয়োগাদেশ বাতিলসহ আইনানুগ ব্যবস্থা গ্রহণ করা হবে।
- ৬) শুধুমাত্র বাছাইকৃত প্রার্থীদের লিখিত/মৌখিক/ব্যবহারিক পরীক্ষার জন্য জানানো হবে এবং উল্লিখিত পরীক্ষায় অংশগ্রহণের জন্য কোন প্রকার টিএ/ডিএ/ভাতা প্রদান করা হবে না।
- ৭) যেকোন ধরনের সুপারিশ প্রার্থীর অযোগ্যতা বলে বিবেচিত হবে।
- ৮) যেকোন ধরনের সুপারিশ প্রার্থীর অযোগ্যতা বলে বিবেচিত হবে।
- ৯) লিখিত/ব্যবহারিক/মৌখিক পরীক্ষার জন্য কোন প্রকার টিএ/ডিএ প্রদান করা হবে না।
- ১০) কর্তৃপক্ষ অনিবার্য কারণবশত এ নিয়োগ কার্যক্রম স্থগিত, পদ সংখ্যা কম বা বেশী, সময় পরিবর্তন বা বাতিল এবং বিজ্ঞপ্তিতে উল্লিখিত শর্তাবলী সংশোধন বা পরিবর্তনের ক্ষমতা সংরক্ষণ করবে। এ ক্ষেত্রে কর্তৃপক্ষের সিদ্ধান্তই চূড়ান্ত বলে গণ্য হবে।



মো. গোলাম ইয়াহিয়া

প্রকল্প পরিচালক (অতিরিক্ত সচিব)

বাংলাদেশে পারম্পরিক শিখন প্রতিষ্ঠানিকীকরণ প্রকল্প
জাতীয় স্থানীয় সরকার ইনস্টিটিউট (এনআইএলজি)
২৯ আগারগাঁও, শের-ই-বাংলা নগর, ঢাকা-১২০৭

Type-A: Full-time service contract for 45 months

1. Project Manager (PM)

Background

The Horizontal Learning Program (HLP) is an outcome based peer learning initiative. HLP enables LGIs to identify their good practices, and then share, summarize, analyze, adapt, and replicate with their own funds. The drivers and change agents of HLP are the UP functionaries, progressively the Pourashavas, and other local government institutions (LGIs) as well. HLP initiated in November 2007, and is still operational with support from SDC in collaboration with many other development partners. After a pilot initiative in 2007, the demonstration phase of the process lasted for two years, after that the scaling-up phase of HLP lasted from 2011 to 2016. NILG joined HLP in 2011. Horizontal Learning Centre (HLC) was established as a secretariat for HLP in a part of NILG. In spite of the many good practices in local government institutions (LGIs) of Bangladesh developed by cooperation projects, government endeavors, and local initiatives, there was no robust system to capture and replicate them, as well as to feed these experiences back into training programs and policy processes. Now, HLP requires to be institutionalized by NILG with overall guidance of LGD, in collaboration with development partners, which needs to be a nationally-led and nationally-owned process.

The project development objectives are to institutionalize the Horizontal Learning Program which will further help to enable LGIs for identifying their good practices and then share, replicate, summarize, analyze, and present the lessons learned to policymakers. The specific objectives are; a) Institutionalize Horizontal Learning for LGIs; i.e., to increase the capacity of NILG and LGD to review and adopt relevant local government good practices, rules, policies and acts based on the grassroots learning from horizontal learning; b) Ensure quality assurance of horizontal learning; i.e., to monitor the enhanced capacities of LGIs for ensuring the delivery of quality public services and good governance to all, with a particular focus on poor and disadvantaged women and men and c) Review and update National Basic Capacity Building Program for Union Parishads and gradually for all the tiers of LGIs. The overall targets of this HLP Institutionalization Project are to cover 2000 Union Parishads and 150 Pourashavas and 200 Upazilas from 33 Districts within 4 years. Out of that, at least 1500 UPs, 100 Pourashavas and 100 Upazilas from 25 Districts will be covered within the project period. On top of that after the midterm review/evaluation, the actual number of LGIs may increase considering the actual situation.

Responsibilities of the Project Manager

The Project Manager (PM) has the responsibility to ensure the effective and efficient day to day implementation of the project under the overall guidance and supervision of the Project Director (PD). The PM will ensure the functioning of the project from beginning to the end including project inception activities; annual and quarterly planning and reporting; and implementation of project activities, project reviews, and project closure. PM's major responsibilities include delivering this project on time within budget and scope, planning, management, coordination, and financial control on this project. PM has to take the initiative that the project's objectives are met, and that everyone else is doing their job properly. Project manager has to oversee the project to ensure the desired result is achieved, the most efficient resources are used, and the different interests involved are satisfied. Any other duties as deemed reasonable and necessary by the higher authority may be assigned.

Scope of work

- Define the scope of the project in collaboration with senior management;
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project;
- Determine the resources (time, money, equipment, etc.) required to complete the project;
- Develop a schedule for project completion that effectively allocates the resources to the activities;

- Review the project schedule with senior management, and all other staff members who will be affected by the project activities, including revising the schedule as required;
- Determine the objectives and measures upon which the project will be evaluated upon completion.

Staff the project

- Manage project staff and/or volunteers according to the established policies and practices of the project;
- Ensure that personnel files are properly maintained and kept confidential;
- Ensure that all project personnel receive an appropriate orientation to the organization and the project;
- Advise on selection of support agency/NGO/Consortium of NGOs by NILG for field activities.

Implement the project

- Execute the project according to the project plan;
- Develop forms and records to document project activities;
- Set up files to ensure that all project information is appropriately documented and secured;
- Monitor the progress of the project, and make adjustments as necessary to ensure the successful completion of the project;
- Establish a communication schedule to update stakeholders, including appropriate staff in the organization on the progress of the project;
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards.

Managing the project

- Write reports on the project for management and for funders;
- Communicate with funders as outlined in funding agreements;
- Monitor and approve all budgeted project expenditures;
- Monitor cash flow projections, and report actual cash flow and variance to senior management on a regular basis (monthly/bimonthly);
- Manage all project funds according to established accounting policies and procedures;
- Ensure that all financial records for the project are up to date;
- Prepare financial reports and supporting documentation for funders as outlined in funding agreements.

Evaluate the project

- Ensure that the project deliverables are on time, within budget, and at the required level of quality;
- Evaluate the outcomes of the project as established during the planning phase.

Data, Personnel, Facilities, and Local Services to be Provided by the Client

Necessary office space, office equipment, stationary, data, information, documents in connection with the project, and transportation facilities for the field trips need to be provided by the client.

Reporting requirements/deliverables

The PM will need to meet the following reporting requirements/ deliverables, but not limited to;

- Quarterly Report on Project;
- Interim Reports;
- Quarterly Report on progress of work of HLP to be submitted to DPD;
- Be fully conversant in Microsoft Office packages, internet usage, and e-mail protocols;

- Present consolidated reports on analysis of UP annual budget for sharing, and seek commitments from LGIs to replicate HLP good practices on their own;
- Prepare and present summary reports on outcome data results showing number of poor people served through the replication of good practices by the LGIs under the HLP;
- Any other reports as required.

Key Qualifications of the Project Manager

Educational

- Master's in Business Administration or Social Science or any other relevant subject or equivalent degree from well recognized university.
- Candidates having 3rd class or CGPA equivalent in their academic career will not be considered.

Personal characteristics: The Project Manager should demonstrate competence in some or all of the following:

- Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization;
- Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques;
- Develop new and unique ways to improve operations of the organization, and to create new opportunities;
- Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness;
- Positively influence others to achieve results that are in the best interest of the organization;
- Assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization;
- Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities;
- Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results;
- Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations to resolve the problem.

Key Experience of the Project Manager

- At least 15 years' experience in project management with government or semi-governmental organizations/local government institutions or development projects; being actively involved in, and conversant with project design and management, dealings with INGOs/NGOs, GOB budget, and reporting requirements. Working with the Horizontal Learning Program in Bangladesh is preferable.
- Experience in or exposure to public sector project management arrangements for sub-national governments, such as City Corporations, Pourashavas, or Union Parishads, while not mandatory, will be an advantage.
- Knowledge of both theoretical and practical aspects of project management.
- Knowledge of project management techniques and tools.
- Work experience in project management capacity.
- Experience on institutional development and capacity building at local government institution level along with NGOs and CSOs.
- Experience on establishing linkage and networking among different stakeholders for implementation of project activities.
- Experience of working with UN/Multilateral/Bilateral organizations is preferable.

- ❑ Experience of outsourcing contracts and consultants and ensuring quality outputs.
- ❑ Experience on development, utilization of communication materials, media including community radios, editing newsletter, Bulletin, translation will be added advantage.

Duration

45 Months starting tentatively from April 2019. Continuation on this position depends on the annual performance.

Duty Station

Horizontal Learning Centre (HLC), NILG Building, 29 Agargaon, Sher-E-Bangla Nagar, Dhaka-1207.

Supervision

The Project Manager will be supervised by the Project Director and/or Deputy Project Director.

Age Limit

Not more than 60 years on the date of Vacancy announcement (Age limit is to be relaxed for NILG officials).

Salary Structure (Consolidated Pay)

Consolidated Payment approximately BDT 1,80,000.00 per month (negotiable).

** TA/DA will be provide as per government rules applicable for grade-VI officials in case of travel outside of the station.

2. Operational Associate

Background

The Horizontal Learning Program (HLP) is an outcome based peer learning initiative. HLP enables LGIs to identify their good practices, and then share, summarize, analyze, adapt, and replicate with their own funds. The drivers and change agents of HLP are the UP functionaries, progressively the Pourashavas, and other local government institutions (LGIs) as well. HLP initiated in November 2007, and is still operational with support from SDC in collaboration with many other development partners. After a pilot initiative in 2007, the demonstration phase of the process lasted for two years, after that the scaling-up phase of HLP lasted from 2011 to 2016. NILG joined HLP in 2011. Horizontal Learning Centre (HLC) was established as a secretariat for HLP in a part of NILG. In spite of the many good practices in local government institutions (LGIs) of Bangladesh developed by cooperation projects, government endeavors, and local initiatives, there was no robust system to capture and replicate them, as well as to feed these experiences back into training programs and policy processes. Now, HLP requires to be institutionalized by NILG with overall guidance of LGD, in collaboration with development partners, which needs to be a nationally-led and nationally-owned process.

The project development objectives are to institutionalize the Horizontal Learning Program which will further helps to enables LGIs for identifying their good practices and then share, replicate, summarize, analyze, and present the lessons learned to policymakers. The specifics objectives are; a) Institutionalize Horizontal Learning for LGIs; i.e., to increase the capacity of NILG and LGD to review and adopt relevant local government good practices, rules, policies and acts based on the grassroots learning from horizontal learning; b) Ensure quality assurance of horizontal learning; i.e., to monitor the enhanced capacities of LGIs for ensuring the delivery of quality public services and good governance to all, with a particular focus on poor and disadvantaged women and men and c) Review and update National Basic Capacity Building Program for Union Parishads and gradually for all the tiers of LGIs. The overall targets of this HLP

Institutionalization Project are to cover 2000 Union Parishads and 150 Pourashavas and 200 Upazilas from 33 Districts within 4 years. Out of that, at least 1500 UPs, 100 Pourashavas and 100 Upazilas from 25 Districts will be covered within the project period. On top of that after the midterm review/evaluation, the actual number of LGIs may increase considering the actual situation.

Responsibilities of the Operational Associate

The Operational Associate (OA) has to assist the management of day to day project activities, desk operations/service desk provisions operating within set service level agreements; develop and maintain project focused field services/works, agreements, performance standards, and key performance indicators; management of HLP Secretariat internal officials and staffs; management of infrastructure development. OA will be responsible for facilitating and guiding the co-workers towards a reliable and predictable response through the provision of evidence based strategic and operational guidance and support; ensuring coordination among four sections of this project; providing advice on communication management strategy including stakeholder analysis and procedures, means, frequency, format, and records of communications with different stakeholders within and outside.

Scope of work

- Assist in defining the scope of the project in collaboration with senior management;
- Assist in determining the available resources (time, money, equipment, etc.) required to complete the project;
- Change management —ensure consistent handling of all requests for change that are required to meet current contractual commitments;
- Assist in reviewing the project schedule with senior management and all other staff who will be affected by the project activities, including revising the schedule as and when required.
- Collect, maintain, and update the inventory/asset register.
- Setup and coordinate meetings and conferences.
- Assist program staff in making arrangements for workshop venues and logistics.
- Maintain and distribute Minutes of staff weekly meetings.

Staff the project

- Assist management of project staff and/or volunteers according to the established policies and practices of the project;
- Ensure the conduct of regular team meetings, and that the needs of staff development are addressed within the team;
- Ensure that all project personnel receive an appropriate orientation on the organization and the project;
- Assign tasks to internal teams and assist with schedule management.

Implement the project

- Assist in executing the project according to the project plan;
- Assist in developing forms and records to document project activities;
- Set up files to ensure that all project information is appropriately documented and secured;
- Track and monitor all in-house infrastructural development, field requirements, ensuring their quality in an inventory system in line with HLP Secretariat;
- Establish a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project;
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards.

Control the project

- Draft ToRs for key inputs (i.e. personnel, sub-contracts, training, and procurement) and submit these to the PM for clearance and approval, and administer the mobilization of such inputs;

- Communicate with funders as outlined in funding agreements;
- Participate in the project appraisal process, and undertake appropriate training and development activities or programs;
- Issue all appropriate legal paperwork (e.g. contracts and terms of agreement);
- Create and maintain comprehensive project documentation, plans and reports;
- Ensure that all financial records for the project are up to date.

Data, Personnel, Facilities, and Local Services to Be Provided by the Client

- Necessary office space, office equipment, stationary, data, information, documents related to project, transportation facilities for the field trips.

Reporting requirements/deliverables

The Operational Associate will need to meet the following reporting requirements/ deliverables, but not limited to:

- Quarterly Report on progress of work of HLP to be submitted to APM/HLP Focal Persons;
- Be fully conversant with Microsoft Office packages, internet usage, and e-mail protocols. Experience of using online data/payment systems will be an additional advantage;
- Preparation of meeting minutes;
- Any other reports as required.

Key Qualifications of the Operational Associate

Educational

- Master's in Public Administration/Government and Politics/Business Administration/Economics/HRM/Management/Social Science or any other relevant subject from well recognized university.
- Candidates having 3rd class or CGPA equivalent in their academic career will not be considered.
- Experienced officials from NILG can be considered.

Personal Characteristics

The Operational Associate should demonstrate competence in some or all of the following:

- Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization;
- Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques;
- Develop new and unique ways to improve operations and coordination system among the implementing agency and donor organization(s) to create new opportunities;
- Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness;
- Positively influence others to achieve results that are in the best interests of the organization;
- Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results;
- Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Key Experience of the Operational Associate

- 5 years of experience in project management/operation/coordination with government/semi-governmental organizations/local government institutions or development projects being actively involved in staff management, project coordination, and operational management are preferable.
- Working with the Horizontal Learning Program in Bangladesh is preferable.

- Experience in/exposure to public sector project management arrangements for sub-national governments, such as City Corporations, Pourashavas, or Union Parishads, while not mandatory, will be an advantage;
- Knowledge of both theoretical and practical aspects of operational management and coordination;
- Knowledge of operational management techniques and tools;
- Direct work experience in project management may be considered as an additional factor.
- Experienced officials from NILG can be considered.

Duration

45 Months starting tentatively from April 2019. Continuation on this position depends on the annual performance.

Duty Station

Horizontal Learning Centre (HLC), NILG Building, 29 Agargaon, Sher-E-Bangla Nagar, Dhaka-1207.

Supervision

The Operational Associate will be supervised by the Project Director.

Age Limit

Not more than 40 years on the date of Vacancy announcement (Age limit is to be relaxed for NILG officials).

Salary Structure (Consolidated Pay)

- a) Consolidated Payment system approximately BDT 40,100/- (Forty Thousand & One Hundred) per month (negotiable).
 - b) Two Festival bonus/year, Bangla Noboborsho Allowance and Education allowance for child (if applicable) will be provide.
 - c) Income Tax (IT) will be deduct (If applicable) as per Government rules.
 - d) TA/DA will be provide as per Government rules in case of travel outside of the station.
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3. Finance Associate**Background**

The Horizontal Learning Program (HLP) is an outcome based peer learning initiative. HLP enables LGIs to identify their good practices, and then share, summarize, analyze, adapt, and replicate with their own funds. The drivers and change agents of HLP are the UP functionaries, progressively the Pourashavas, and other local government institutions (LGIs) as well. HLP initiated in November 2007, and is still operational with support from SDC in collaboration with many other development partners. After a pilot initiative in 2007, the demonstration phase of the process lasted for two years, after that the scaling-up phase of HLP lasted from 2011 to 2016. NILG joined HLP in 2011. Horizontal Learning Centre (HLC) was established as a secretariat for HLP in a part of NILG. In spite of the many good practices in local government institutions (LGIs) of Bangladesh developed by cooperation projects, government endeavors, and local initiatives, there was no robust system to capture and replicate them, as well as to feed these experiences back into training programs and policy processes. Now, HLP requires to be institutionalized by NILG with overall guidance of LGD, in collaboration with development partners, which needs to be a nationally-led and nationally-owned process.

The project development objectives are to institutionalize the Horizontal Learning Program which will further helps to enables LGIs for identifying their good practices and then share, replicate, summarize, analyze, and present the lessons learned to policymakers. The specifics

objectives are; a) Institutionalize Horizontal Learning for LGIs; i.e., to increase the capacity of NILG and LGD to review and adopt relevant local government good practices, rules, policies and acts based on the grassroots learning from horizontal learning; b) Ensure quality assurance of horizontal learning; i.e., to monitor the enhanced capacities of LGIs for ensuring the delivery of quality public services and good governance to all, with a particular focus on poor and disadvantaged women and men and c) Review and update National Basic Capacity Building Program for Union Parishads and gradually for all the tiers of LGIs. The overall targets of this HLP Institutionalization Project are to cover 2000 Union Parishads and 150 Pourashavas and 200 Upazilas from 33 Districts within 4 years. Out of that, at least 1500 UPs, 100 Pourashavas and 100 Upazilas from 25 Districts will be covered within the project period. On top of that after the midterm review/evaluation, the actual number of LGIs may increase considering the actual situation.

Scope of work

- Manage communication (answering the phone, receiving mails), directing them as appropriate, and package and distribute outgoing mails/courier.
- Support program staff and Finance Manager to maintain hard copies of documents, and electronic filing system of all office records.
- Support to Financial Management of the project including procurement of office supplies and materials.
- Maintain monthly petty cash flow for office operational payments.
- Provide administrative and logistical support to program staff/consultants.
- Other duties as may be assigned.
- Ensure handling of all requests for change are consistent with government rules and regulation that are required to meet current contractual commitments;
-

Staff the project

- Management of day to day financial activities, desk operations/service desk provision operating within set service level agreements;
- Handling statutory and internal audit queries;
- Maintain clear and up-to-date books of accounts that meet internationally accepted accounting principles and financial reporting standards;
- Prepare regularly financial reports/statements for the Project Director's review and submission to the Project Steering Committee and SDC;
- Any other duties as deemed reasonable and necessary by the higher authority;
- Assist in managing the team members and/or volunteers according to the established policies and practices of the project;
- Ensure the conduct of regular budget meetings, and address the needs of staff development within the team.

Implement the project

- Assist in executing the project according to the project plan;
- Assist in developing forms and records to document project activities;
- Working knowledge of payroll mechanisms also would be advantageous;
- Set up financial files to ensure that all financial information is appropriately documented and secured;
- Track and monitor all in-house infrastructural development, field requirements, ensuring their quality in an inventory system in line with HLP Secretariat;
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards.

Control the project

- Draft ToRs for key inputs (i.e. personnel, sub-contracts, and procurement of services, goods, etc.) and submit these to the APM/HLP Focal person for clearance and approval, and administer the mobilization of such inputs;
- Communicate with funders as outlined in funding agreements;
- Participate in the project appraisal process, and undertake appropriate training and development activities or programs;
- Issue all appropriate legal paperwork (e.g. contracts and terms of agreement);
- Track and support for all official financial statements and requirements, ensuring their transparency and accountability to the higher authority;
- Ensure that all financial records for the project are up to date.

Data, Personnel, Facilities, and Local Services to be provided by the Client

- Necessary office space, office equipment, stationary, data, information, documents related to project, transportation facilities for the field trips.

Reporting requirements/deliverables

The Finance Associate will need to meet the following reporting requirements/ deliverables, but not limited to;

- Quarterly Report on Project;
- Interim Reports;
- Quarterly Report on progress of accounts/financial work of HLP to be submitted to Focal Person Operation and Finance;
- Be fully conversant with Microsoft Office packages, internet usage, and e-mail protocols. Experience of using online data/payment systems will be an added advantage;
- Preparation of meeting minutes;
- Any other reports as required.

Key Qualification of the Finance Associate

Educational

- Post-Graduation in Business Management/Business Studies/Bank Management/Management studies/MBA/Finance/Accounting, Banking and Finance Management, or any other relevant subject from a well-recognized university.
- Candidates having 3rd class or CGPA equivalent in their academic career will not be considered.

Personal Characteristics

The Finance Associate should demonstrate competence in some or all of the following:

- Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the project;
- Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques;
- Develop new and unique ways to improve finance and account section of this project and the implementing agency to create new opportunities;
- Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness;
- Positively influence others to achieve results that are in the best interest of the organization;
- Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results;
- Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Key Experience of the Finance Associate

- 5 years' experience in finance management/project accountant/accounts officer project/coordination in government/semi-government organizations/audit section/local government institutions or development projects being actively involved in GoB budgeting, fund release, and reporting formalities or any International organizations are preferable.
- Experience/exposure in public sector account management arrangements for sub-national governments, such as City Corporations, Pourashavas, or Union Parishads will be an advantage;
- Knowledge of both theoretical and practical aspects of operational management in finance and accounts;
- Direct work experience in finance/accounts management.
- Working with the Horizontal Learning Program in Bangladesh is preferable.
- Experienced officials from NILG can be considered.

Duration

45 Months starting tentatively from April 2019. Continuation on this position depends on the annual performance.

Duty Station

Horizontal Learning Centre (HLC), NILG Building, 29 Agargaon, Sher-E-Bangla Nagar, Dhaka-1207.

Supervision

The Finance Associate will be supervised by the Project Manager.

Age Limit

Not more than 40 years on the date of Vacancy announcement (Age limit is to be relaxed for NILG officials).

Salary Structure (Consolidated Pay)

- a) Consolidated Payment system approximately BDT 40,100/- (Forty Thousand & One Hundred) per month (negotiable).
 - b) Two Festival bonus/year, Bangla Noboborsho Allowance and Education allowance for child (if applicable) will be provide.
 - c) Income Tax (IT) will be deduct (If applicable) as per Government rules.
 - d) TA/DA will be provide as per Government rules in case of travel outside of the station.
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4. Maintenance Engineer

Background

The Horizontal Learning Program (HLP) is an outcome based peer learning initiative. HLP enables LGIs to identify their good practices, and then share, summarize, analyze, adapt, and replicate with their own funds. The drivers and change agents of HLP are the UP functionaries, progressively the Pourashavas, and other local government institutions (LGIs) as well. HLP initiated in November 2007, and is still operational with support from SDC in collaboration with many other development partners. After a pilot initiative in 2007, the demonstration phase of the process lasted for two years, after that the scaling-up phase of HLP lasted from 2011 to 2016. NILG joined HLP in 2011. Horizontal Learning Centre (HLC) was established as a secretariat for HLP in a part of NILG. In spite of the many good practices in local government institutions (LGIs) of Bangladesh developed by cooperation projects, government endeavors, and local initiatives, there was no robust system to capture and

replicate them, as well as to feed these experiences back into training programs and policy processes. Now, HLP requires to be institutionalized by NILG with overall guidance of LGD, in collaboration with development partners, which needs to be a nationally-led and nationally-owned process.

The project development objectives are to institutionalize the Horizontal Learning Program which will further helps to enables LGIs for identifying their good practices and then share, replicate, summarize, analyze, and present the lessons learned to policymakers. The specifics objectives are; a) Institutionalize Horizontal Learning for LGIs; i.e., to increase the capacity of NILG and LGD to review and adopt relevant local government good practices, rules, policies and acts based on the grassroots learning from horizontal learning; b) Ensure quality assurance of horizontal learning; i.e., to monitor the enhanced capacities of LGIs for ensuring the delivery of quality public services and good governance to all, with a particular focus on poor and disadvantaged women and men and c) Review and update National Basic Capacity Building Program for Union Parishads and gradually for all the tiers of LGIs. The overall targets of this HLP Institutionalization Project are to cover 2000 Union Parishads and 150 Pourashavas and 200 Upazilas from 33 Districts within 4 years. Out of that, at least 1500 UPs, 100 Pourashavas and 100 Upazilas from 25 Districts will be covered within the project period. On top of that after the midterm review/evaluation, the actual number of LGIs may increase considering the actual situation.

Major Responsibilities

- Management of day to day ICT activities including hardware maintenance and troubleshooting, desk operations/service desk provision operating within set service level agreements;
- Develop and maintain project focused ICT equipment, including audio-visual equipment, performance standards, and key performance indicators;
- Implement hardware, related software, and security updates;
- Management of HLP Secretariat and NILG ICT assets;
- Maintain communication with field level officials/staff, and NILG officials.
- Ability to maintain the project quality up to the mark.
- Any other duties as deemed reasonable and necessary by the higher authority;

Scope of work

- Assist in executing the project according to the project plan;
- Configuration management —track and control all data and related changes;
- Provide comprehensive (1st, 2nd, and 3rd level) support for troubleshooting, and resolving data base issues for specialized database software of NILG;
- Provide support to the procurement of database software and hardware systems, and plan proper budget and quotations for the systems;
- Maintenance Engineer is responsible for installing, upgrading, and troubleshooting the ICT equipment of project officials;
- Maintain up-to-date knowledge of good practice in ICT and MIS;
- Undertake other duties, as directed by higher authorities that are commensurate with the level of the post.

Data, Personnel, Facilities, and Local Services to be Provided by the Client

- Necessary office space, office equipment, stationary, data, information, documents related to project, transportation facilities for the field trips.

Reporting requirements/deliverables

The Maintenance Engineer will need to meet the following reporting requirements/deliverables, but not limited to:

- Interim Reports;
- Quarterly Report on progress of maintenance related work of HLP-ICT to be submitted to Project Manager/Focal Person ICT and MIS;
- Preparation of meeting minutes;
- Any other reports as required.

Key Qualification of the Maintenance Engineer

Educational

- Post-Graduation (MSc.) in CS, CSE, EEE, ETE, TE or MBA with 4 Years BSc. in CS, CSE, EEE, ETE, and TE from recognized university;
- Candidates having 3rd class or CGPA equivalent in their academic career will not be considered.
- Experienced officials from NILG can be considered.

Personal characteristics

The Maintenance Engineer should demonstrate competence in some or all of the following:

- Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the project;
- Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques;
- Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness;
- Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem;
- Passion for staying up-to-date on the latest web technologies and trends;
- Experienced in hardware maintenance and troubleshooting;
- Demonstrate a willingness to work flexibly to respond to the evolving ICT needs of the project and NILG ICT/MIS system;
- Reliable and trustworthy, with an eye for detail and full understanding of the importance of confidentiality and the handling of sensitive data.

Key Experience of the Maintenance Engineer

- At least 3 years' experience in ICT/hardware management, with government/semi-government organizations/audit section/local government institutions, or development projects, being actively involved in and fully conversant with contract payments, dealings with ICT institutions, GoB organizations, ICT/hardware management, conditions, and reporting requirements.
- Direct work experience in ICT;
- Experience in ICT related hardware maintenance, and troubleshooting;
- Advanced level of proficiency using industry standards for ICT equipment;
- Solid experience in using web technologies, operating system software, application software, utility software, and creating web services.
- Working with the Horizontal Learning Program in Bangladesh is preferable.
- Experienced officials from NILG can be considered.

Duration

45 Months starting tentatively from April 2019. Continuation on this position depends on the annual performance.

Duty Station

Horizontal Learning Centre (HLC), NILG Building, 29 Agargaon, Sher-E-Bangla Nagar, Dhaka-1207.

Supervision

The Maintenance Engineer will be supervised by the Deputy Project Manager/Assistant Project Director.

Age Limit

Not more than 40 years on the date of Vacancy announcement (Age limit is to be relaxed for NILG officials).

Salary Structure (Consolidated Pay)

- a) Consolidated Payment system approximately BDT 40,100/- (Forty Thousand & One Hundred) per month (negotiable).
 - b) Two Festival bonus/year, Bangla Noboborsho Allowance and Education allowance for child (if applicable) will be provide.
 - c) Income Tax (IT) will be deduct (If applicable) as per Government rules.
 - d) TA/DA will be provide as per Government rules in case of travel outside of the station.
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5. Learning and Advocacy Associate

Background

The Horizontal Learning Program (HLP) is an outcome based peer learning initiative. HLP enables LGIs to identify their good practices, and then share, summarize, analyze, adapt, and replicate with their own funds. The drivers and change agents of HLP are the UP functionaries, progressively the Pourashavas, and other local government institutions (LGIs) as well. HLP initiated in November 2007, and is still operational with support from SDC in collaboration with many other development partners. After a pilot initiative in 2007, the demonstration phase of the process lasted for two years, after that the scaling-up phase of HLP lasted from 2011 to 2016. NILG joined HLP in 2011. Horizontal Learning Centre (HLC) was established as a secretariat for HLP in a part of NILG. In spite of the many good practices in local government institutions (LGIs) of Bangladesh developed by cooperation projects, government endeavors, and local initiatives, there was no robust system to capture and replicate them, as well as to feed these experiences back into training programs and policy processes. Now, HLP requires to be institutionalized by NILG with overall guidance of LGD, in collaboration with development partners, which needs to be a nationally-led and nationally-owned process.

The project development objectives are to institutionalize the Horizontal Learning Program which will further helps to enables LGIs for identifying their good practices and then share, replicate, summarize, analyze, and present the lessons learned to policymakers. The specific objectives are; a) Institutionalize Horizontal Learning for LGIs; i.e., to increase the capacity of NILG and LGD to review and adopt relevant local government good practices, rules, policies and acts based on the grassroots learning from horizontal learning; b) Ensure quality assurance of horizontal learning; i.e., to monitor the enhanced capacities of LGIs for ensuring the delivery of quality public services and good governance to all, with a particular focus on poor and disadvantaged women and men and c) Review and update National Basic Capacity Building Program for Union Parishads and gradually for all the tiers of LGIs. The overall targets of this HLP Institutionalization Project are to cover 2000 Union Parishads and 150 Pourashavas and 200 Upazilas from 33 Districts within 4 years. Out of that, at least 1500 UPs, 100 Pourashavas and 100 Upazilas from 25 Districts will be covered within the project period. On top of that after the midterm review/evaluation, the actual number of LGIs may increase considering the actual situation.

Major Responsibilities

- Management of day to day learning and advocacy activities, desk operations/service desk provision operating within set service level agreements;

- Maintain communications with field level officials/staff, and NILG officials;
- Study/research on a small scale/documentation of good practices, and best practices from all LGIs;
- Create some innovation plans during project period to ensure the quality services at field level;
- Plan for study visit.

Scope of work

- Assist in executing the project according to the project plan;
- Assist in developing forms and records to document project activities;
- Development of strategic, context appropriate communications initiatives and approaches for the PM.

Staff the project

- Assist in managing the team members and/or volunteers according to the established policies and practices of the project;
- Ensure the conduct of regular section meetings, and address the needs of staff development within the team;
- Assign tasks to internal teams, and assist with schedule management;
- Ensure consistent handling of all requests for change consistent with government rules and regulation that are required to meet current contractual commitments;
- Coordinate with members of related sections and ability to train UPs;
- Facilitate communications of other officials with specified stakeholders — UP, Upazila, Pourashava, City Corporation, SDC, WB, Water AID, JICA, HLP partners, etc.
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards.

Control the project

- Communicate with funders as outlined in funding agreements;
- Participate in the project appraisal process, and undertake appropriate training and development activities or programs;
- Issue all appropriate legal papers (e.g. contracts and terms of agreement);
- Track and provide support for all official financial statements and requirements, ensuring their transparency and accountability to the higher authorities;
- Ensure that all financial records for the project are up to date.

Advocacy

- Develop a communications strategy which includes clear objectives, messages, allies/partners/stakeholders, monitoring and evaluation framework, implementation plan, and potential funding opportunities;
- Identify and define specific roles within this project to establish a new division in NILG;
- Work with GOs, HLP partners, donors, INGOs, and NGOs to share and consult on the draft advocacy, communications strategy, policy formulation, and relevant paperwork for introducing a new division in NILG, and institutionalization of HLP.

Data, Personnel, Facilities, and Local Services to be Provided by the Client

- Necessary office space, office equipment, stationary, data, information, documents related to project, transportation facilities for the field trips.

Reporting requirements/deliverables

The Learning and Advocacy Associate will need to meet the following reporting requirements/deliverables, but not limited to:

- Quarterly Report on Project;
- Interim Reports;
- Quarterly Report on progress of accounts/financial work of HLP to be submitted to APM/HLP focal Persons;
- Fully conversant with use of Microsoft Office packages, internet, and e-mail protocols—experience of using online data/payment systems would be an added advantage;
- Preparation of meeting minutes;
- Paper based and paper less Documentation system of HLP;
- Any other reports as required;

Key Qualification of the Learning and Advocacy Associate

Educational

- Post-Graduation (MSS) in Journalism/Mass Communication/International Relation/English/Supply Chain Management/Management/Anthropology/Sociology/ Political Science/Information Science and Library Management from recognized university;
- Candidates having 3rd class or CGPA equivalent in their academic career will not be considered.
- Experienced officials from NILG can be considered.

Personal characteristics

The Learning and Advocacy Associate should demonstrate competence in some or all of the following:

- Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the project;
- Speak, listen and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques;
- Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness;
- Positively influence others to achieve results that are in the best interests of the organization;
- Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results;
- Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem;
- Maintain an up-to-date knowledge of learning and advocacy service;
- Be reliable and trustworthy with an eye for detail, and full understanding of the importance of confidentiality and the handling of sensitive data.

Key Experience of the Learning and Advocacy Associate

- 5 years' experience in advocacy/research organization/training institute with government/semi-governmental organizations/local government institutions, or in development projects are preferable.
- Knowledge of both theoretical and practical aspects of research/action research/innovation in government sector;
- Direct work experience in innovation cell/research, and training institution is preferable.
- Working with the Horizontal Learning Program in Bangladesh is preferable.
- Experienced officials from NILG can be considered.

Duration

45 Months starting tentatively from April 2019. Continuation on this position depends on the annual performance.

Duty Station:

Horizontal Learning Centre (HLC), NILG Building, 29 Agargaon, Sher-E-Bangla Nagar, Dhaka-1207.

Supervision

The Learning and Advocacy Associate will be supervised by the Deputy Project Director/Assistant Project Director.

Age Limit

Not more than 40 years on the date of Vacancy announcement (Age limit is to be relaxed for NILG officials).

Salary Structure (Consolidated Pay)

- a) Consolidated Payment system approximately BDT 40,100/- (Forty Thousand & One Hundred) per month (negotiable)..
- b) Two Festival bonus/year, Bangla Noboborsho Allowance and Education allowance for child (if applicable) will be provide.
- c) Income Tax (IT) will be deduct (If applicable) as per Government rules.
- d) TA/DA will be provide as per Government rules in case of travel outside of the station.

6. LG Helpline Associate

Background

The Horizontal Learning Program (HLP) is an outcome based peer learning initiative. HLP enables LGIs to identify their good practices, and then share, summarize, analyze, adapt, and replicate with their own funds. The drivers and change agents of HLP are the UP functionaries, progressively the Pourashavas, and other local government institutions (LGIs) as well. HLP initiated in November 2007, and is still operational with support from SDC in collaboration with many other development partners. After a pilot initiative in 2007, the demonstration phase of the process lasted for two years, after that the scaling-up phase of HLP lasted from 2011 to 2016. NILG joined HLP in 2011. Horizontal Learning Centre (HLC) was established as a secretariat for HLP in a part of NILG. In spite of the many good practices in local government institutions (LGIs) of Bangladesh developed by cooperation projects, government endeavors, and local initiatives, there was no robust system to capture and replicate them, as well as to feed these experiences back into training programs and policy processes. Now, HLP requires to be institutionalized by NILG with overall guidance of LGD, in collaboration with development partners, which needs to be a nationally-led and nationally-owned process.

The project development objectives are to institutionalize the Horizontal Learning Program which will further helps to enables LGIs for identifying their good practices and then share,

replicate, summarize, analyze, and present the lessons learned to policymakers. The specific objectives are; a) Institutionalize Horizontal Learning for LGIs; i.e., to increase the capacity of NILG and LGD to review and adopt relevant local government good practices, rules, policies and acts based on the grassroots learning from horizontal learning; b) Ensure quality assurance of horizontal learning; i.e., to monitor the enhanced capacities of LGIs for ensuring the delivery of quality public services and good governance to all, with a particular focus on poor and disadvantaged women and men and c) Review and update National Basic Capacity Building Program for Union Parishads and gradually for all the tiers of LGIs. The overall targets of this HLP Institutionalization Project are to cover 2000 Union Parishads and 150 Pourashavas and 200 Upazilas from 33 Districts within 4 years. Out of that, at least 1500 UPs, 100 Pourashavas and 100 Upazilas from 25 Districts will be covered within the project period. On top of that after the midterm review/evaluation, the actual number of LGIs may increase considering the actual situation.

Major Responsibilities

- Coordinate with firm to determine call center operational strategies by conducting needs' assessments, performance reviews; capacity planning; defining user requirements; establishing technical specifications; production, productivity, quality, and customer-service standards; contributing information and analysis to organizational strategic plans and reviews.
- Stay day to day updates and keep information from Manager of Local Government Helpline (LGHL). Keep a close relationship with the stakeholders, gather their feedback on LG Helpline and disseminate information to stakeholders regarding the different services of LG Helpline.
- Coordinate with firm in recruiting LG Helpline staff, monitor their performance, plan and conduct training for skill improvement.
- Coordinate and monitor the different survey requirements from stakeholder with the firm and their staff. Develop and continuous improve survey methodology. Help prepare the survey questionnaire, develop and maintain contact database, provide training to Helpline staff on conducting survey.
- Regularly monitor the CRM software to check the inputs from the Helpline staff, suggest the necessary update in CRM to firm to meet the new requirements.

Key Qualification of the LG Helpline Associate

- At least 3 years' total experience working in administrative section, customer management, accounts section or information management.
- Experience in developing telephone and paper based survey, developing questionnaire or working experience with any helpline/call centre is preferable.
- Familiarity with the different type of survey methodologies.
- Well conversant in using MS Office suite.
- Experienced officials from NILG can be considered.

Educational

- Post-Graduation in Social Science, Mass Communication, Business Studies or MBA with certificate course(s) on computer operation from recognized university and institute;
- Experienced officials from NILG/LGHL can be considered.

Personal characteristics

The LG Help Line associate should demonstrate competence in some or all of the following:

- Detail oriented with the ability to manage multiple tasks simultaneously;

- Excellent organization, and follow through skills;
- Excellent interpersonal, written, and verbal communication skills;
- Ability to build and maintain good rapport with internal and external customers, and handle situations with confidence, tact, and resourcefulness;
- Flexible, adaptable with the ability to work under pressure to meet deadlines in a fast-paced office environment;
- Strong team player.

Duration

45 Months starting tentatively from April 2019. Continuation on this position depends on the annual performance.

Duty Station

Horizontal Learning Centre (HLC), NILG Building, 29 Agargaon, Sher-E-Bangla Nagar, Dhaka-1207.

Supervision

The Local Government Helpline Associate will be supervised by the Assistant Project Director.

Age Limit

Not more than 40 years on the date of Vacancy announcement (Age limit is to be relaxed for NILG/LGHL officials).

Salary Structure (Consolidated Pay)

- a) Consolidated Payment system approximately BDT 35,800/- (Thirty Five Thousand & Eight Hundred) per month (negotiable).
 - b) Two Festival bonus/year, Bangla Noboborsho Allowance and Education allowance for child (if applicable) will be provide.
 - c) Income Tax (IT) will be deduct (If applicable) as per Government rules.
 - d) TA/DA will be provide as per Government rules in case of travel outside of the station.
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