



**Rangamati Hill District Council**  
**Rangamati**

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Memo No.: RHDC-SID-CHT-UNDP/ 38

Date: 29-7-2020

**Employment Opportunity**

Rangamati Hill District Council is inviting applications for the following positions of under the component of **CHT Watershed Co Management Activity (CHTWCA)**; **Women and Girl's Empowerment through Education and Skills in CHT** and **Climate Change Resilience Project (CCRP)** funded by SID-CHT (A project of MoCHTA), UNDP.

Project Name	Position Name	No of Position
<b>CHT Watershed Co Management Activity (CHTWCA)</b> [Project Duration: Joining date to September 2021]	District Officer-CHTWCA	01
	Monitoring and Reporting Officer	01
	Technical Officer VCF and Livelihoods	01
	Upazila Conservation Facilitators	05
	Finance and Admin Assistant	01
<b>Women and Girl's Empowerment through Education and Skills in CHT</b> [Project Duration: Joining date to September 2021]	District Officer- Women and Girls' Empowerment through Education and Skill	01
	Planning Monitoring and Reporting Officer	01
	Gender & Inclusive Education Officer	01
	Technical & Training Officer	01
	Upazila Education Facilitator	10
	Finance and Admin Assistant	01
<b>Climate Change Resilience Project (CCRP)</b> [Project Duration: Joining date to September 2021]	District Officer- CCRP	01

**Application Instruction:**

- Competent candidates are requested to apply addressing to the Chairman, RHDC along with a cover letter, complete CV, 2 attested copies of recent color photograph, attested copies of all academic certificates, permanent resident certificate, experience certificate, contact address with mobile number and e-mail.
- As an examination fee 500/- (five hundred taka only) bank draft/pay order in favor of Chairman, Rangamati Hill district Council will be attached at the top of application. Bank draft/pay order will be done in any branch of Sonali Bank Limited, Bangladesh.
- Mention the name of the project and position at the top right corner of the envelope of the application. Application should be reach before on 13 August 5:00 pm.
- Only shortlisted candidate will be called for interview through SMS and e-mail.

**The Concerned Recruitment Committee of Rangamati Hill District Council preserves all rights regarding said recruitment issues.**

**ToR will be available in Rangamati Hill District Council website ([www.rhdc.gov.bd](http://www.rhdc.gov.bd))**

  
Brisha Ketu Chakma  
Chairman



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Rangamati**

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**Copy forwarded for Wide Circulation:**

1. Mr./Ms. .... Councilor, Rangamati Hill District Council, Rangamati.
2. Executive officer, Rangamati Hill District Council, Rangamati.
3. Accounts and Audit Officer, Rangamati Hill District Council, Rangamati.
4. Public Relation Officer and Focal Person, RHDC and SID-CHT, UNDP joint project, Rangamati Hill District Council, Rangamati.
5. District Manager, SID-CHT, UNDP, Rangamati.
6. Editor, ..... Rangamati. He/ She is requested to publish the above advertisement in his/her Newspaper within ..... at a minimum column size for 01 (one) day.
7. ....

**CC**

1. Chief Executive Officer, Rangamati Hill District Council.
2. Office copy.

*[Handwritten signature]*  
20/9/2020

**JOB DESCRIPTION OF KEY STAFFS UNDER  
Women and Girls Empowerment through Education and Skills in CHT  
component of SID-CHT Project**

Position Name and Monthly Salary (Fixed)	Requirements	Key Responsibilities
<b>District Officer- (01)</b>  Salary- 60000 BDT	<ul style="list-style-type: none"> <li>• Masters in Development studies/Social Science /Arts or any other relevant field from a reputed university.</li> <li>• Minimum 5 years' working experiences in Education or education related Project</li> </ul>	<ul style="list-style-type: none"> <li>• Under the supervision of Rangamati Hill District Council (RHDC) and close collaboration with SID-CHT Project, UNDP the incumbent will be the focal person in implementing the Women and Girls Empowerment through Education and Skills in CHT component activities to be implemented by the RHDC.</li> <li>• The incumbent (<b>District Officer</b>) will lead the project activities with overall technical guidance from SID-CHT. These include but not limited to planning, coordination, management of trainings, selection of schools/ educational institutions, formation of Mothers' Clubs, coordination with victim support center (VSC) and other relevant stakeholders/ institutions, support to technical vocational schools, formation of adult learning centers etc. and supervise and appraise project personnel under HDC and monitor project activities.</li> <li>• The person will keep liaison with PO-Justice &amp; Confidence Building, District Livelihoods and Community Mobilizer and District Facilitator and partner NGO(s) of SID-CHT Project, UNDP working within the district. S/he will act as focal point of HDC for managing Letter of Agreements (LoA) on Women and Girls Empowerment through Education and Skills in CHT component.</li> <li>• S/he will be responsible to lead Women and Girls Empowerment through Education and Skills in CHT component team under HDC.</li> <li>• S/he will be based at District with spending frequent time for field visits other than planning, budgeting, implementing, coordinating, reporting and administrative procedures.</li> <li>• S/he will have to ensure quality during implementation in compliance with SID-CHT, UNDP guidelines.</li> </ul>



Position Name and Monthly Salary (Fixed)	Requirements	Key Responsibilities
<b>Planning, Monitoring &amp; Reporting Officer- (01)</b> Salary- 44000 BDT	<ul style="list-style-type: none"> <li>• Masters in Statistics/Economics/Social Science/ Development Studies or any other relevant field from a reputed University.</li> <li>• Minimum 3 years' experience as M&amp;E Officer in the field of Monitoring &amp; Evaluation;</li> </ul>	<ul style="list-style-type: none"> <li>• Under supervision of the District Inclusive Education Officer of Women and Girls Empowerment through Education and Skills in CHT component and technical guidance of the Team Leader-PMR of SID-CHT, UNDP, the Planning, Monitoring &amp; Reporting Officer will be responsible for internal monitoring of all field level activities of the said component.</li> <li>• S/he will also be responsible to collect data from Upazila, analyze data and prepare different reports.</li> <li>• S/he will be based at district with frequent monitoring visits to field other than data analysis and reporting.</li> <li>• S/he will have to develop capacity of the project staffs in the area of M&amp;E and take lead with guidance from his/her supervisor.</li> <li>• S/he will have to extend his/her support to other team members in organizing training, workshop etc.</li> <li>• S/he will regularly capture case studies, photos and share. S/he will support to prepare regular monthly/quarterly/annual reports for the project.</li> <li>• S/he will support or take lead in the district during periodic result assessment, conduct FGDs as required by the project. Perform any other duties/assignments as and when required by the project.</li> </ul>
<b>Gender &amp; Inclusive Education Officer- (01)</b> Salary- 42000 BDT	<ul style="list-style-type: none"> <li>• Masters in Development studies/Social Science /Arts or any other relevant field from a reputed university.</li> <li>• Minimum 3 years' working experiences in Education or education related Project or Gender Officer/ Expert, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Under the supervision of District Inclusive Education Officer of Women and Girls Empowerment through Education and Skills in CHT component and close collaboration with District Livelihoods and Community Mobiliser and District Facilitator of SID-CHT Project, UNDP in the district the incumbent (Gender &amp; Education Officer) will be providing technical supports to the team in implementing the project activities.</li> <li>• These include but not limited to planning, coordination, management of trainings, selection of schools/ educational institutions, formation of Mothers' Club &amp; adult learning centers, keep close link with the VSC, work with Reproductive Health Care Workers (RHCWs) and monitor project activities.</li> <li>• The person will keep liaison with PO-Justice &amp; Confidence Building, District Livelihoods and Community Mobilizer and District Facilitator and partner NGO(s) of SID-CHT Project, UNDP working within the district.</li> <li>• S/he will act as focal point of HDC for developing different training modules, materials, capacity development of Women and Girls Empowerment through Education and Skills in CHT component, educational institutions</li> </ul>

Position Name and Monthly Salary (Fixed)	Requirements	Key Responsibilities
		<p>including TTC, organizing different trainings and workshops.</p> <ul style="list-style-type: none"> <li>• S/he will be based at District with spending frequent time for field visits other than planning, budgeting, implementing, coordinating, and reporting.</li> <li>• S/he will have to supervise Community Organizers in the team. S/he will have to ensure quality during implementation and achieving results in compliance with SID-CHT, UNDP guidelines.</li> <li>• Perform any other duties/assignments as and when required by the project.</li> </ul>
<p><b>Technical &amp; Training Officer – (01)</b> Salary- 42000 BDT</p>	<ul style="list-style-type: none"> <li>• BSc (Engineering)/ Diploma Engineer in Civil/ Mechanical/ or any other relevant field from a reputed institution.</li> <li>• Minimum 3 years working experiences in technical training or vocational education related Project as Technical &amp; Vocational Training Experrrt etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Under the supervision of District Inclusive Education Officer of and close collaboration with District Livelihoods and Community Mobiliser and District Facilitator of SID-CHT Project, UNDP in the district the incumbent (Technical &amp; Training Officer will be providing technical supports to the team in implementing the project activities.</li> <li>• These include but not limited to planning, coordination, management of trainings, selection of training participants for technical training, liaison with TTC/technical schools, ensuring program quality &amp; monitor project activities.</li> <li>• The person will keep liaison with PO-Justice &amp; Confidence Building, District Livelihoods and Community Mobilizer and District Facilitator and partner NGO(s) of SID-CHT Project, UNDP working within the district.</li> <li>• S/he will act as focal point of HDC for developing different training modules, materials, capacity development of Women and Girls Empowerment through Education and Skills in CHT component, educational institutions including TTC, organizing different trainings and workshops.</li> <li>• S/he will be based at District with spending frequent time for field visits other than planning, budgeting, implementing, coordinating, and reporting.</li> <li>• S/he will have to ensure quality during implementation and achieving results in compliance with SID-CHT, UNDP guidelines.</li> <li>• Perform any other duties/assignments as and when required by the project.</li> </ul>

Position Name and Monthly Salary (Fixed)	Requirements	Key Responsibilities
<b>Upazila Education Facilitator-(10)</b>  Salary- 26000 BDT	<ul style="list-style-type: none"> <li>• Minimum HSC.</li> <li>• Minimum 3 years' experience with NGOs as Community Facilitator or mobiliser or organizer, or similar position in relevant projects.</li> <li>• S/he must be permanent resident from the locality/Union. If no suitable candidate s/he must be from nearby Union in the Upazila. Must be able to physically move in remote areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Under the supervision of Education Expert of HDC and overall supervision of District Inclusive Education Officer of <b>Women and Girls Empowerment through Education and Skills in CHT</b> component the incumbent (<b>Upazila Education Facilitator</b>) will be responsible for:               <ul style="list-style-type: none"> <li>- Preparing educational profile;</li> <li>- Organizing, mobilizing the targeted students, teachers, mothers' club members &amp; communities;</li> <li>- Assist to prepare social map, resource map;</li> <li>- Support formation of Mothers' Club;</li> <li>- Build capacity of beneficiaries of <b>Women and Girls Empowerment through Education and Skills in CHT</b> component as per project need;</li> <li>- Conduct different awareness raising sessions at schools / community level;</li> <li>- Support to organise monthly meetings and maintain meeting resolutions;</li> <li>- Support to provide legal aid &amp; other facilities;</li> <li>- Manage Youth &amp; Adult Learning Centers at community level</li> <li>- Collect primary data from fields;</li> <li>- Organise communities for different visitors to show project activities/results;</li> <li>- Participate in Bimonthly UDCC meetings and;</li> <li>- Organize different awareness raising programs;</li> <li>- Support to organize RHCWs for conducting training and other activities</li> <li>- Perform any other duties/assignments as and when required by the project.</li> </ul> </li> </ul>
<b>Finance &amp; Admin Associate - (01)</b>  Salary- 20000 BDT	<ul style="list-style-type: none"> <li>• B Com with minimum 3 years experiences in administration and accounting work.</li> </ul>	<ul style="list-style-type: none"> <li>• Under supervision of Finance &amp; Accounts Officer of HDC and technical supervision of District Inclusive Education Officer and in close coordination with Admin/Accounts section of the HDC, the <b>Finance &amp; Admin Associate</b> will be responsible for maintaining all documents related to finance and admin of the project implemented by RHDC.</li> <li>• These include but not limited to maintain issue and receipt register, store management, stock register, writing cash book, maintain cheque /DD, S/he will also be responsible for maintaining cash allotment registers and prepare the salaries and different bills. Perform any other duties/assignments as and when required by the project.</li> </ul>

## JOB DESCRIPTION OF KEY STAFFS UNDER CHT Watershed Co-management Activity (CHTWCA Project)

Position Name and Monthly Salary (Fixed)	Requirements	Key Responsibilities
<b>District Officer- CHTWCA (01)</b>  Salary- 60000 BDT	<ul style="list-style-type: none"> <li>• Master's in forestry /Agriculture/ Social Sciences/development studies from any reputed university with direct experience in community-based forest conservation project.</li> <li>• Must have minimum 5 years' working experiences in community-based forest conservation project or relevant projects. Previous experience with USAID funded project will be given priority.</li> </ul>	<ul style="list-style-type: none"> <li>• Under the supervision of Rangamati Hill District Council (RHDC) and close collaboration with District Focal person /District Manager-CHTWCA, UNDP, the incumbent will be the focal person in implementing the CHTWCA LOA activities to be implemented by the RHDC.</li> <li>• These include but not limited to planning, coordination, management of trainings, relations with key stakeholders, team management and supervision of project personnel under RHDC and monitoring and control of project activities.</li> <li>• The person will keep close liaison with other LOA District officers – CCRP and AFSP-III and partner NGO(s).</li> <li>• S/he will act as focal point of HDC for managing Letter of Agreements (LoA) on CHTWCA.</li> <li>• S/he will be responsible to lead CHTWCA LOA team to ensure efficient implementation and quality of the project.</li> <li>• S/he will be based at District with 40% time for field visits other than planning, budgeting, implementing, coordinating, reporting and administrative procedures.</li> <li>• S/he will have to ensure efficiency, quality and results during LOA implementation in compliance with USAID and SID-CHT, UNDP guidelines.</li> </ul>
<b>Monitoring &amp; Reporting Officer- (01)</b>  Salary- 44000 BDT	<ul style="list-style-type: none"> <li>• Master's in geography /social sciences /Statistics/ or relevant field from a reputed University.</li> <li>• Must have minimum 3 years' direct experience as M&amp;E Officer in a relevant conservation or development project.</li> <li>• Previous experience with USAID funded project will be given priority.</li> </ul>	<ul style="list-style-type: none"> <li>• Under supervision of the District Officer-CHTWCA LOA and guidance of the District Focal Person -CHTWCA, UNDP and Programme Officer- M&amp;E, the Monitoring &amp; Reporting Officer will be responsible for internal monitoring, MIS, documentation and reporting of all field level activities of CHTWCA.</li> <li>• S/he will also be responsible to collect data from community level, analyze data and prepare different reports as per requirement of USAID and SID-CHT, UNDP.</li> <li>• S/he will be based at district with 50% time in field monitoring visits other than documentation, data analysis and reporting.</li> <li>• S/he will have to develop capacity of the project staffs in the area of M&amp;E and data quality assurance with guidance from his/her supervisor.</li> <li>• S/he will prepare regular monthly/quarterly/annual reports for the project, and regularly capture case studies, photos etc. to be shared with SID-CHT, UNDP.</li> </ul>

Position Name and Monthly Salary (Fixed)	Requirements	Key Responsibilities
		<ul style="list-style-type: none"> <li>• S/he will support or take lead in the district during Data Quality Assessment and periodic result assessment, conduct FGDs as required by the project.</li> <li>• Perform any other duties/assignments as and when required by the project.</li> </ul>
<b>Technical Officer-VCF and Livelihoods (01)</b> Salary- 46000 BDT	<ul style="list-style-type: none"> <li>• Masters in Social Science /Graduate in Forestry or Agricultural Sciences from a reputed university.</li> <li>• Graduate in any discipline with direct experience in USAID funded project.</li> <li>• Must have minimum 3 years' working experiences in similar role within CHT in Community based forest conservation or livelihoods development project.</li> <li>• Previous experience with USAID funded project will be given priority.</li> </ul>	<ul style="list-style-type: none"> <li>• Under the supervision of District Officer-CHTWCA LOA and close collaboration with District Focal Person-CHTWCA, UNDP, the incumbent will be providing technical supports to the team in implementing the VCF community mobilization and livelihoods activities. These include but not limited to planning, coordination, management of trainings, selection of VCF communities, formation of VCF committees, livelihood value chain development and monitor project activities.</li> <li>• The person will keep liaison with GOB line departments, private sector, relevant LOA officers – CCRP and AFSP-III and partner NGO(s) of SID-CHT Project, UNDP working within the district.</li> <li>• S/he will act as focal point of HDC for community mobilization and livelihood activities including developing different training modules, materials, capacity development of VCF committees, organizing different trainings and workshops.</li> <li>• S/he will be based at District with spending at least 60% time for field visits other than planning, budgeting, implementing, coordinating, reporting.</li> <li>• S/he will have to supervise and coordinate the activities of Upazila Conservation Facilitators (UCF).</li> <li>• S/he will have to ensure quality during implementation and achieving results in compliance with USAID or SID-CHT, UNDP guidelines.</li> <li>• Perform any other duties/assignments as and when required by the project.</li> </ul>
<b>Upazila Conservation Facilitators (05)</b> Salary- 26000 BDT	<ul style="list-style-type: none"> <li>• Minimum Graduate in any discipline/Diploma in forestry/agriculture from a reputed university/college.</li> <li>• Must have minimum 3 years' experience with NGOs in similar capacity in forest conservation projects.</li> <li>• Candidates with previous experience with USAID</li> </ul>	<ul style="list-style-type: none"> <li>• Under the supervision of Technical Officer-VCF and Livelihoods of HDC and overall supervision of District Officer-CHTWCA s/he will be responsible for:               <ul style="list-style-type: none"> <li>- Preparing VCF profile, social map, resource map, action plans etc.;</li> <li>- Organizing, mobilizing the targeted VCF communities;</li> <li>- Support formation of VCF Management Committees and development of VCF management plan;</li> <li>- Build capacity of VCF committees as per project need;</li> <li>- Conduct different training and awareness raising sessions at community level;</li> </ul> </li> </ul>



Position Name and Monthly Salary (Fixed)	Requirements	Key Responsibilities
	funded project will be given high priority.	<ul style="list-style-type: none"> <li>- Support to organsie monthly meetings and maintain meeting resolutions;</li> <li>- Primary data collection;</li> <li>- Coordination with AFSP III and CCRP teams in the field;</li> <li>- Liaison and linkage building with Union Parishads, Traditional institutions, GoB line departments etc.</li> <li>- Organise communities for different visitors to show project activities/results;</li> <li>- Perform any other duties/assignments as and when required by the project.</li> </ul>
<b>Finance &amp; Admin Assistant (01)</b>  Salary- 20000 BDT	<ul style="list-style-type: none"> <li>• B Com/BBA in Accountancy/finance with minimum 3 years experiences in administration and accounting work with NGO.</li> <li>• Candidates with previous experience in USAID funded project will be given high priority.</li> </ul>	<ul style="list-style-type: none"> <li>• Under supervision of District Officer-CHTWCA and in close coordination with Admin/Accounts section of the HDC, the Finance &amp; Admin Assistant will be responsible for maintaining all documents related to finance and admin of the project implemented by HDC as per requirement of USAID and SID-CHT, UNDP. These include but not limited to maintain issue and receipt register, store management, stock register, writing cash book, maintain cheque /DD,</li> <li>• S/he will also be responsible for maintaining cash allotment registers and prepare the salaries and different bills.</li> <li>• Perform any other duties/assignments as and when required by the project.</li> </ul>