

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

Position Name and Monthly Salary (Fixed)	Requirements	Key Responsibilities
<p><b>District Officer-CHTWCA (01)</b> Salary- 60,000 BDT</p>	<ul style="list-style-type: none"> <li>• Master's in forestry /Agriculture/ Social Sciences/development studies from any reputed university with direct or indirect 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.</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 Rangamati Hill District Council (RHDC) and close collaboration with District Focal person /DistrictManager-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>
<p><b>Monitoring &amp; Reporting Officer-(01)</b> Salary- 44000 BDT</p>	<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' experience in M&amp;E or M&amp;E related job 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> <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>

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

<b>Position Name and Monthly Salary (Fixed)</b>	<b>Requirements</b>	<b>Key Responsibilities</b>
<b>Finance &amp; Admin Associate- (01)</b>  Salary- 20,000 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>

*Amma*  
27/2/2020