

Transparency International Bangladesh (TIB), the Bangladesh chapter of Berlin-based Transparency International, works with a vision of Bangladesh where government, politics, business, civil society and the daily lives of the people are free from corruption. Its mission is to create and strengthen a social movement against corruption.

TIB is inviting applications from Bangladeshi nationals for the position of **Area Manager-Civic Engagement** under its project titled BIBEC – Building Integrity Blocks for Effective Change (October 2014-September 2020), renewable for a further period of 5 years subject to extension of the project. The goal of the project is to promote a more enabling environment for reducing corruption. The specific objectives are to advocate for reforms in laws, policies, processes, practices and oversight for improving governance in targeted institutions and sectors and to generate peoples’ demand for good governance and to strengthen citizen’s capacity to challenge corruption.

Only the short listed candidates will be eligible for the selection process. Short-listing will be made on the basis of merit; all candidates meeting the minimum application criteria will be considered, but may not be short- listed.

Application Procedure

Interested candidates must send their applications with complete details of academic performance, professional record and other relevant information using the prescribed **Applicant Information Format** which can be downloaded from the following link (tibmis.ti-bangladesh.org/vacancy). **Applications without using this Format will not be considered.** In addition to the duly filled up Applicant Information Format, please send a substantive application in one page arguing in favor of your candidacy in three parts – academic background, relevant experience and why you consider yourself competent for the position. Attach one recent passport size photograph and send to the following address by post/courier or email within **April 7, 2019**.

Please mention the position applied for in the email subject line or on top of envelop.

***Senior Manager (Human Resources)
Transparency International Bangladesh (TIB)
MIDAS Centre (Level 4 & 5), House # 05, Road # 16 (New) 27
(Old) Dhanmondi R/A, Dhaka-1209.
e-mail: vacancy@ti-bangladesh.org***

Before applying for your intended position, please read the following carefully.

Other benefits for regular staff are: annual performance-based increment, cost of living adjustment, contributory provident fund, gratuity, festival allowance and insurance. The short-term staffs are not entitled to any other benefits except Cost of Living Adjustment (COLA).

TIB is an equal opportunity employer. However, women, minority and physically challenged candidates are preferred when the necessary qualifications and competencies are met. If an applicant is an immediate family member of anyone involved in TIB s/he must clearly mention it. Such candidates can be employed in TIB only by a special resolution of the Board of Trustees even if duly qualified in the competitive selection process. Any persuasion is treated as disqualification.

TIB strictly observes a policy of zero tolerance to corruption and all employees are committed to observe TIB Code of Ethics available in TIB website www.ti-bangladesh.org, which also contains further information about TIB’s work.

Area Manager-Civic Engagement (Regular; 1 Position – Field based at Patiya, Chattogram).

Women and candidates from minority communities fulfilling required qualifications will be given preference.

As per TIB Policy, candidates who qualify for an advertised position are not posted in their home districts. However, an exception shall be made in this case in respect of women candidates whose home district is in Patiya, Chattogram, in the spirit of affirmative action for gender equality.

Reportable to: Programme Manager-Civic Engagement

JOB HIGHLIGHTS:

As a member of the Civic Engagement Division, based in the field, the Area Manager-Civic Engagement will be responsible for the following:

- Coordinate and implement all project activities with the guidance and advice of the Committee of Concerned Citizens (CCC);
- Maintain regular contact with core actors and other stakeholders to carry on regular interventions effectively;
- Coordinate the activities organized by the Youth Engagement & Support (YES) Group and YES Friends;
- Assist core actors in planning and implementation of activities in the given CCC area including logistic support to such events as advocacy meetings, face the public/public hearing, press conferences, seminars, workshops, theatre shows & cultural events etc.;
- Maintaining regular communications with local level government service delivery institutions and finding area of scope to collaborate.
- Assist CCC in organizing various awareness raising activities for strengthening social movement against corruption;
- Supervise the activities of Assistant Manager (F&A);
- Undertake issue based networking & collaborating activities with the like minded institutions/agencies – GO/NGO/Media/individuals;
- Assist CCC to set up and conduct Advice and Information Desk (AI-Desk) - in house and satellite;
- Work in collaboration with, and assist, members of staff of other divisions in implementing CCC-level activities;
- Prepare periodic plan of work and progress report including best practice documentation in Bangla and English;
- Discharge reporting and coordination role, as applicable, with Head Office;
- In collaboration with other members of the staff based in CCC, ensure overall administrative and financial management and coordination of activities of CCC-YES;
- Maintain different registers i.e. movement register, stock register etc;
- Arrange and participate in activities at CCC level including monthly meetings of CCC & YES and prepare reports thereof;
- Organize and participate in periodic sub regional and regional meetings and Annual Conventions & different external meetings; and
- Perform any other relevant duties as assigned by the authority.

Qualifications, Experiences and other requirements:

- Applicant, within the age limit of 40, Must have a Masters preferably in a Social Science or any other subject relevant to governance and development;
- At least 4 years' relevant experience is essential, preferably of which 2 years as head/in charge of an area office of a reputed NGO;
- Candidates with experience in managing and coordinating social mobilization, community work and youth mobilization would have advantage;

- Candidate with 3rd Division or CGPA less than 2.5 on a scale of 4 or 3 on a scale of 5 at any level of their education need not apply.
- Excellent communication skill in Bengali and English both written and oral is necessary for the position; and
- Candidates having motor driving skills would be given preference

Salary and benefits for the position:

Gross initial salary is Tk. 61,973.00 per month plus other benefits as per relevant rules of TIB. Income tax is payable by TIB staff, deductible at source. Other benefits for TIB staff are: annual performance-based increment, cost of living adjustment, contributory provident fund, gratuity, festival allowance and insurance.
