

VACANCY ANNOUNCEMENT

Transparency International Bangladesh (TIB) is inviting applications for filling up the following vacancies:

Sl.	Position	No.	Division/Unit	Posting Place	Sl.	Position	No.	Division/Unit	Posting Place
01.	Senior Research Fellow - Quantitative and Qualitative Analysis	01	Research & Policy	Head office	29.	Deputy Coordinator - Executive Support	01	Executive Office	Head office
02.	Senior Research Fellow - Quantitative	01	Research & Policy	Head office	30.	Deputy Coordinator - Photography/Videography	01	Outreach & Communication	Head office
03.	Senior Research Fellow - Qualitative	01	Research & Policy	Head office	31.	Deputy Coordinator - Visual Communication Production	01	Outreach & Communication	Head office
04.	Senior Research Fellow - Climate Finance Governance (CFG)	01	Research & Policy	Head office	32.	Deputy Coordinator - Motion Graphics	01	Outreach & Communication	Head office
05.	Coordinator - Civic Engagement	03	Civic Engagement	Head office	33.	Assistant Coordinator - Data Visualisation	02	Outreach & Communication	Head office
06.	Coordinator - Outreach & Communication	02	Outreach & Communication	Head office	34.	Research Associate - Qualitative	03	Research & Policy	Head office
07.	Coordinator - Finance & Administration	01	Finance & Administration	Head office	35.	Research Associate - Quantitative	03	Research & Policy	Head office
08.	Coordinator - Monitoring, Evaluation & Learning (MEL)	01	Monitoring, Evaluation & Learning	Head office	36.	Research Associate - Climate Finance Governance (CFG)	01	Research & Policy	Head office
09.	Coordinator - Human Resource & Organizational Development	01	Human Resource & Organizational Development	Head office	37.	Area Coordinator - Civic Engagement	45	Civic Engagement	Field office
10.	Data Protection Officer - Legal	01	Legal	Head office	38.	Assistant Coordinator - Civic Engagement	02	Civic Engagement	Head office
11.	Coordinator - Information Technology	01	Information Technology	Head office	39.	Assistant Coordinator - Content Writing (English - Social Media & Web)	02	Outreach & Communication	Head office
12.	Research Fellow	03	Research & Policy	Head office	40.	Assistant Coordinator - Content Writing (Social Media & Web)	02	Outreach & Communication	Head office
13.	Research Fellow - Climate Finance Governance (CFG)	01	Research & Policy	Head office	41.	Assistant Coordinator - Event & Advocacy Communication	02	Outreach & Communication	Head office
14.	Cluster Coordinator - Civic Engagement	05	Civic Engagement	Field office	42.	Assistant Coordinator - Graphics Design	01	Outreach & Communication	Head office
15.	Data Manager - Research & Policy	01	Research & Policy	Head office	43.	Assistant Coordinator - Web Administration	01	Outreach & Communication	Head office
16.	Data Analyst - Research & Policy	01	Research & Policy	Head office	44.	Assistant Coordinator - Administration (Logistics)	01	Finance & Administration	Head office
17.	Deputy Coordinator - Administration	01	Finance & Administration	Head office	45.	Assistant Coordinator - Finance & Accounts (Assets and Staff Benefits Funds Management)	01	Finance & Administration	Head office
18.	Deputy Coordinator - Finance & Accounts (Field Office Support)	03	Finance & Administration	Head office	46.	Assistant Coordinator - Finance & Accounts (Project Accounts and Government Affairs Liaison)	01	Finance & Administration	Head office
19.	Deputy Coordinator - Finance & Accounts (Payroll & Reporting)	01	Finance & Administration	Head office	47.	Assistant Coordinator - Finance & Accounts (Treasury Operation)	02	Finance & Administration	Head office
20.	Deputy Coordinator - Finance & Accounts (Treasury Operation)	01	Finance & Administration	Head office	48.	Assistant Coordinator - Procurement	01	Finance & Administration	Head office
21.	Deputy Coordinator - Procurement	01	Finance & Administration	Head office	49.	Assistant Coordinator - Administration (Front Office & Logistics)	02	Finance & Administration	Head office
22.	Deputy Coordinator - Monitoring, Evaluation & Learning (MEL)	02	Monitoring, Evaluation & Learning	Head office	50.	Assistant Coordinator - Human Resource & Organizational Development	01	Human Resource & Organizational Development	Head office
23.	Deputy Coordinator - Management Information System	01	Monitoring, Evaluation & Learning	Head office	51.	Assistant Coordinator - Human Resource & Organizational Development (Training)	01	Human Resource & Organizational Development	Head office
24.	Deputy Coordinator - Human Resource & Organizational Development	01	Human Resource & Organizational Development	Head office	52.	Assistant Coordinator - Database Maintenance	01	Information Technology	Head office
25.	Deputy Coordinator - Human Resource & Organizational Development (Training)	01	Human Resource & Organizational Development	Head office	53.	Assistant Coordinator - Information Technology	02	Information Technology	Head office
26.	Deputy Coordinator - Information Technology	01	Information Technology	Head office	54.	Assistant Coordinator - Web Service and Front-end Software Development	01	Information Technology	Head office
27.	Deputy Coordinator - App and Software Development	01	Information Technology	Head office	55.	Officer - Resource & Information	01	Monitoring, Evaluation & Learning	Head office
28.	Deputy Coordinator - Internal Audit	03	Internal Audit	Head office					

For detailed job description and to apply, please visit: <https://career.ti-bangladesh.org/>

TIB follows an equal opportunity policy and actively encourages diversity welcoming applications from all especially women, ethnic, religious and other minorities and people with disability. Only shortlisted candidates will be invited for the interview.

Last date of application: January 18, 2021



Deputy Coordinator: Photography/Videography
Two positions - based in Dhaka
Level – L 3, Gross Salary - 113,000.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Deputy Coordinator: Photography/Videography** – Outreach and Communication, to be recruited initially for the period up to December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB’s core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for PACTA (Participatory Action against Corruption: Towards Transparency and Accountability), the new core project, and will remain reportable to the Coordinator – Outreach and Communication.

Job Description

1. Execute a variety of photography and videography assignments, including on-location, studio, portrait, and event shoots.
2. Handle assignments requiring special lighting, multiple locations, creativity, special audio needs, custom graphics, and animation.
3. Demonstrate videography and photography success in a variety of platforms.
4. Approach each assignment with a visual story in mind, remaining consistent with the organisational brand.
5. Conceive and develop creative solutions for addressing organizational initiatives and strategic goals through audiovisual assets.
6. Scout shoot locations and assess possible obstacles in filming and provide solutions and/or alternatives.
7. Conduct interviews with relevant stakeholders including service recipients and authorities and ensure that valuable sound bites are captured.
8. Upload photos and video footage and organize and maintain a comprehensive photo/video library on programme events/activities.
9. Edit photos and videos by applying necessary skills and knowledge in terms of lighting, composition, use of Adobe Creative Suite and FCPX or Premier Pro C editing software.
10. Be responsible for photography/video decisions, performance, and outcomes.
11. Maintain quality control and a consistent look and feel throughout the production of photo and video assignments.
12. Coordinate with the Production Specialist and Motion Graphic Designer for final outputs.

13. Assist in the implementation of various outreach and communication events, such as, youth engagement activities.
14. Contribute to the preparation of annual work plans, budget, and monitoring work.
15. Undertake field visits to cover/capture programme activities.
16. Provide support to administrative and logistical activities of the division; and
17. Any other work assigned by the organisation.

Educational qualifications, experience, and other skills:

Applicant must have-

- A Master's degree with Honours in photography, film/ cinematography or related fields or a combination of a graduation degree and professional diploma in photography, film/ cinematography, or related fields.
- Candidates 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.
- Minimum 8 years of experience in videography and photography, preferably in Television/ News organisations/digital platforms/ production houses/agencies etc.
- Technical acumen to be able to operate, configure, set up, and fix video, audio, lighting, or other production equipment.
- Professional knowledge on lighting requirements, design, photo framing and different video framing compositions.
- Mastery of Photoshop and other photo editing software.
- Working knowledge of Premier and other video editing software.
- Knack to get the camera shot in risky situations; Passion for getting the right shot
- Creativity and attention to detail; Flexibility and good listening skills.
- Ability to work under deadline pressure; Patience to wait for the perfect shot; Energy and determination.
- Ability to capture snippets of film and be able to edit it into a cohesive story.
- Knowledge of computerised tape editing software and equipment.
- Understanding of post-production techniques.
- Experience of working in a variety of digital venues with software to edit and finish film work.
- Ability to manage multiple projects simultaneously.
- Ability to work with a highly creative team and openness to constructive feedback.
- Have a positive attitude and hunger for new challenges.
- Manual dexterity, physical mobility, and physical strength/stamina.
- Ability to work flexible hours, including early mornings, late nights and weekends, as required to cover assignments.
- Self-motivation and orientation towards set goals, demonstrating accountability, initiative, creativity and focus in a rapidly changing and intellectually stimulating environment.
- Ability to thrive in a collaborative work environment, and to solve problems efficiently.

Please note that submission of portfolio is mandatory for this position.



Deputy Coordinator: Visual Communication Production
One position - based in Dhaka
Level – L 3, Gross Salary – 113,000.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Deputy Coordinator: Visual Communication Production** to be recruited initially for the period up to December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for PACTA (Participatory Action against Corruption: Towards Transparency and Accountability), the new core project, and will remain reportable to the Coordinator – Outreach and Communication.

Job Description

1. Support effective and efficient execution of visual communication assets (video) requested by the Outreach and Communication Division for advocacy and campaigns.
2. Ensure that visual communications assets requested for are developed and routed with internal cross-functional divisions so that they are aligned with project strategy thus help ensure that budget and timing needs are met.
3. Support and optimize the process of audio/visual content development.
4. Support the photographer/videographer and motion graphics designer with the management of content/video to ensure that the style guides, image specs, critical paths, legal and deadlines are adhered to for the production and publication of all visual assets.
5. Direct and deliver end-to-end creative content on a diverse range of video projects, from long form documentary, case studies, and sizzling corruption stories to social edits.
6. Use creative and technical editing skills to turn scripts and/or rough cuts into exceptional online video reports, documentaries, and stories.
7. Generate ideas and determines production plans including, but not limited to, scripting, developing story board, directing, shooting, and editing high quality visual contents.
8. Review script and raw material to create a shot decision list based on the concerned scenes' value and continuity.
9. Trim footage segments and ensure logical sequencing and smooth presentation using background music, dialogues, graphics, and effects.
10. Capture primary video and b-roll footage of events, activities, and individuals, log video footage.
11. Continuously discover and implement new editing technologies and industry's best practices to maximize efficiency.
12. Assist in the implementation of various outreach and communication events, such as youth engagement activities.
13. Support in the preparation of annual work plans, budget, and monitoring work.

14. Provide support to administrative and logistical activities of the division; and
15. Perform any other tasks assigned by the organisation.

Educational qualification, experience, and other skills:

Applicant must have—

- A Master's degree with Honours in film/ cinematography, Communications, Media Relations, or related field, or a combination of a graduation degree and professional diploma in film/ cinematography, Communications, Media Relations, or related field.
- Candidates 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.
- Minimum 8 years' experience in professional grade video editing, colour correction and audio/visual postproduction, final digital content delivery, preferably in Television/ News organisations/digital platforms/ production houses/agencies etc.
- Professional audio/visual editing skills using Adobe Premiere Pro, Final Cut Pro X, Edius6 or latest version.
- Experience in technicalities of different modes of camera operation, shot division and logical sequencing with natural sound.
- Knowledge of colour correction software, i.e., Smoke/ Flame etc.
- Proficiency at audio correction, mixing with visual narratives, noise cancellation software.
- Experience in maintaining editing and postproduction edit suit and remaining up to date with new technical advance.
- Mastery over Photoshop and adobe creative suite.
- Experience in production flow design and ability to work individually for long periods of time while maintaining efficiency and output.
- Ability to manage multiple projects simultaneously.
- Ability to work with a highly creative team and openness to constructive feedback.
- Strong time management skills and ability to work under pressure and meet deadlines.
- Ability to be self-directed, self-motivated, and self-sufficient.
- Ability to work flexible hours, including early mornings, nights and weekends, as required to cover assignments.
- Self-motivation and orientation towards set goals, demonstrating accountability, initiative, creativity and focus in a rapidly changing and intellectually stimulating environment.
- Ability to thrive in a collaborative work environment, and to /address solve problems creatively and jointly, as appropriate.

Please note that submission of portfolio is mandatory for this position.



Deputy Coordinator: Motion Graphics
One position - based in Dhaka
Level – L 3, Gross Salary – 113,000.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Deputy Coordinator: Motion Graphics** to be recruited initially for the period up to December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for PACTA (Participatory Action against Corruption: Towards Transparency and Accountability), the new core project, and will remain reportable to the Coordinator – Outreach and Communication.

Job Description

1. Conceptualise, develop and produce creative concepts for communication materials, publications, the web/social media, and outreach campaigns, ensuring consistency and continuity throughout the process.
2. Translate complex topics and social media advocacy objectives into effective visual storytelling through motion graphics.
3. Work with other team members to develop best in class creative solutions, streamlined motion design processes and strategic expansion.
4. Apply typography treatments and motion graphics design/development/execution
5. Design concepts for the branding and visual identity of communication products/campaigns, according to organisational rules and guidelines.
6. Develop visual identities for use in a broad range of communication materials (Web banners or infographics, videos, animations, posters, banners and roll-ups, publications (flyers, books, pamphlets, booklets, leaflets, etc.).
7. Develop cross platform video advocacy products and deliver channel enhancement through social data monitoring.
8. Assist in the implementation of various outreach and communication events, such as youth engagement activities.
9. Support in the preparation of annual work plans, budget, and monitoring work.
10. Provide support to administrative and logistical activities of the division; and
11. Perform any other tasks as assigned by the organisation.

Educational qualifications, experience, and other skills:

Applicant must have--

- A Master's degree with Honours in fine arts/motion graphics or in a relevant field or a combination of a graduation degree and professional certification in Motion graphics.
- Candidates 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.
- At least 8 years of experience in professional motion graphics design preferably in Television/digital platform/ production house/agencies etc.
- Mastery over 2D/3D Animation, Arts and graphic design using Photoshop, Illustrator, After Effects, Maya.
- Working knowledge in editing software Premiere Pro, Final Cut Pro X, Edius9 or latest version/s.
- An understanding of Colour Theory and knowledge in colour correction software like Smoke/ Flame etc.
- Experience of using Typography.
- Mastery over easy storytelling techniques and complex data presentations.
- Ability to manage multiple projects simultaneously.
- Ability to work with a highly creative team and openness to constructive feedback.
- Strong time management skills and ability to work under pressure and meet deadlines
- Ability to work flexible hours, including early mornings, nights and weekends, as required to cover assignments.
- Self-motivation and orientation towards set goals, demonstrating accountability, initiative, creativity and focus in a rapidly changing and intellectually stimulating environment.
- Ability to thrive in a collaborative work environment, and to solve problems creatively and jointly, as appropriate.

Please note that submission of portfolio is mandatory for this position.



Assistant Coordinator (Web Administration)
One position - based in Dhaka
Level – L 3.2, Grade – 1, Gross Salary – 86,810.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Assistant Coordinator (Web Administration)** to be recruited initially for the period up to December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for PACTA (Participatory Action against Corruption: Towards Transparency and Accountability), the new core project, and will remain reportable to the Coordinator – Outreach and Communication.

Job Description

1. Design, develop, update web contents, upload and maintain organisational website and debug independently.
2. Ensure accuracy, consistency and security of website and maintain quality control of it.
3. Develop web applications, web forms and reporting systems using database.
4. Work in close collaboration with MIS, IT units and other units and divisions.
5. Develop and customize Cascade Style Sheet (CSS), modules, plugins and components for open sources web template; ways to improve retention.
6. Develop need-based web database and information systems.
7. Ensure website optimization and formulate SEO tactics to increase website hits and relevance.
8. Assess website analytics to identify drop out points.
9. Prepare monthly and quarterly reporting on website performance.
10. Assist in implementation of various outreach and communication events, such as youth engagement activities.
11. Support in the preparation of annual work plans, budget, and monitoring work.
12. Provide support to administrative and logistical activities of the division; and
13. Perform any other tasks as assigned by the organisation.

Educational qualifications, experience, and other skills:

Applicant must have--

- A Master's degree with Honours in Computer Science/Engineering from a reputed/ recognised university with at least a second Class/Division or equivalent CGPA in all academic records.

- At least 4 years' experience in renowned organization with proven track record as a skilled web administrator.
- Experience in developing and designing large scale work portfolio.
- Proven experience in Open-Source Content Management Systems and Blog, such as, Joomla, WordPress, Mambo, Drupal etc.
- Expertise on ASP.net, MVC, C+, J query, Bootstrap, SSRS, Node.js, Photoshop, Angular.js, PHP, MySQL, Ajax, XML, MS SQL Server.
- Hands-on experience in web application architecture and relational database design.
- Knowledge of Web security, cyber security, social net workings and cloud computing.
- Working knowledge on SEO and growth hacking shall be an added advantage.
- Strong time management skills and ability to work under pressure and meet deadlines
- Ability to work in a team and openness to constructive feedback.
- Ability to work flexible hours, including early mornings, nights, and weekends, as required to cover assignments.
- Self-motivation and orientation towards set goals, demonstrating accountability, initiative, creativity and focus in a rapidly changing and intellectually stimulating environment.

Ability to thrive in a collaborative work environment, and to solve problems creatively and jointly, as appropriate.



Assistant Coordinator (Graphics Design)
One position - based in Dhaka
Level – L 3.2, Grade – 1, Gross Salary – 86,810.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Assistant Coordinator (Graphics Design)** to be recruited initially for the period up to December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for PACTA (Participatory Action against Corruption: Towards Transparency and Accountability), the new core project, and will remain reportable to the Coordinator – Outreach and Communication.

Job Description

1. Conceptualise, develop and produce creative concepts for communication materials, publications, web/social media, and outreach campaigns, ensuring consistency and continuity throughout the process.
2. Apply typography treatments and graphics design/development/execution.
3. Design concepts for the branding and visual identity of communication products/campaigns, according to organisational rules and guidelines.
4. Develop visual identities for use in a broad range of communication materials (Web banners or infographics, posters, banners and roll-ups, publications (books, pamphlets, booklets, flyers, leaflets, etc.).
5. Design/develop IEC and promotional materials.
6. Assist in developing AV materials.
7. Writing content for website, social media platforms, such as, Facebook, Flickr, Tweeter, Blog, etc.
8. Assist in implementation of various outreach and communication events such as youth engagement activities.
9. Support in the preparation of annual work plans, budget, and monitoring work.
10. Provide support to administrative and logistical activities of the division; and
11. Perform any other tasks as assigned by the organisation.

Educational qualifications, experience, and other skills:

Applicant must have--

- A Master's degree with Honours in Fine Arts or equivalent professional certification in graphics design from a recognised university/ credible institution with minimum second Class/Division or equivalent CGPA in all academic records.
- Must have 4 years' experience of developing IEC materials and desktop publishing work.
- Excellent skills in graphic design with experience in Photoshop, Illustrator, CorelDraw.
- Working knowledge on aftereffects (desired).
- Experience in motion graphics (desired).
- Ability to work individually for long periods of time while maintaining efficiency and output.
- Ability to manage multiple projects simultaneously.
- Ability to work with a highly creative team and openness to constructive feedback.
- Strong time management skills and ability to work under pressure and meet deadlines.
- Have the ability to work flexible hours, including early mornings, nights and weekends, as required to cover assignments.
- Self-motivation and orientation towards set goals, demonstrating accountability, initiative, creativity and focus in a rapidly changing and intellectually stimulating environment.
- Ability to thrive in a collaborative work environment, and to solve problems creatively and or jointly, as appropriate.

Please note that submission of portfolio is mandatory for this position.



Assistant Coordinator (Content writing – Social Media & Web)
Two positions - based in Dhaka
Level – L 3.2, Grade – 1, Gross Salary – 86,810.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Assistant Coordinator (Content writing – Social Media & Web)** to be recruited initially for the period up to December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for PACTA (Participatory Action against Corruption: Towards Transparency and Accountability), the new core project, and will remain reportable to the Coordinator – Outreach and Communication.

Job Description

1. Lead refinement and optimization of organizational social media strategy across all platforms.
2. Actively engage with TIB stakeholders/ volunteers/ individual members across all social media channels.
3. Own the development of social media content calendars in partnership with other team members. Manage projects and content calendars to ensure that content is publication-ready and meets deadlines.
4. Manage postings and execution of social media contents. Effectively manage issues/questions that are raised via social media channels. Monitor trends in social media tools, applications, channels, design, and strategy.
5. Lead copy writing and editing of the E-waves, quarterly e-newsletters, and web contents.
6. Draft communications materials, including press statements, press releases/advisories, media backgrounders and FAQs and other materials.
7. Assist with photography and video content creation, planning and execution.
8. Provide support to the implementation of various outreach and communication programmes such as, youth engagement activities which includes debate, and cartoon competitions, press conferences, roundtable discussions, seminars, Investigative Journalism Awards, and trainings.
9. Monitor daily news utilising media monitoring services.
10. Maintain public relations efforts on-line; update media list and key contact person.)
11. Support in the preparation of work plans, budget, tracking of programme activity expenses, analysis, and monitoring work.
12. Provide support to administrative and logistical activities of the division.
13. Perform any other task(s) assigned by the organisation.

Educational qualifications, experience, and other skills:

Applicant must have ---

- A Master's degree with Honours in Mass Communication & Journalism, Development Studies, English, International Relations, Social Sciences, or any other relevant education from a recognised university with minimum second Class/Division or equivalent CGPA in all academic records.
- A minimum of 4 years of working experience with increasing responsibilities in journalism, public affairs, communications, and related fields, specifically demonstrating capabilities to effectively write, edit and present public information on complex subjects for print and digital media.
- Excellent writing skills, including the ability to write blogs, press releases, website copy, speeches and edit and proofread reports.
- Excellent communication skills in English and Bangla both written and oral, basic computer knowledge and word processing skills in both Bangla and English.
- Knowledge and command of evolving social media platforms.
- Experience in using Graphic/web design software shall be an added advantage.
- Ability to manage multiple projects simultaneously.
- Ability to work in a team and openness to constructive feedback.
- Strong time management skills and ability to work under pressure and meet deadlines.
- Have the ability to work flexible hours, including early mornings, nights and weekends, as required to cover assignments.
- Self-motivation and orientation towards set goals, demonstrating accountability, initiative, creativity and focus in a rapidly changing and intellectually stimulating environment.
- Ability to thrive in a collaborative work environment, and to address/solve problems creatively and or jointly, as appropriate.
- Ability to address/solve problems creatively and or jointly, as appropriate.



Assistant Coordinator (Event & Advocacy Communication)

Two positions - based in Dhaka

Level – L 3.2, Grade – 1, Gross Salary – 86,810.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Assistant Coordinator (Event & Advocacy Communication)** to be recruited initially for the period up to December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for PACTA (Participatory Action against Corruption: Towards Transparency and Accountability), the new core project, and will remain reportable to the Coordinator – Outreach and Communication.

Job Description

1. Design, implement and monitor outreach and communication activities such as, youth engagement programmes including but not limited to debates and cartoon competitions, press conferences, roundtable discussions, seminars, Investigative Journalism Awards, and trainings.
2. Disseminate research reports, policy papers/briefs and relevant advocacy and communication materials to key stakeholders like, ministries, government/autonomous bodies, etc.
3. Liaise with the Cabinet division, Anti-Corruption Commission, Information Commission, and other relevant government bodies/ organizations to implement regular campaign plans and joint initiatives.
4. Establish communication links with key policymakers/with their offices to organize advocacy meetings, consultations, etc.
5. Develop, manage, and update a resource pool of experts and media list for various activities.
6. Plan and implement the celebration and campaign strategy for various national level events, e.g., IACD, IWD, IMLD, IYD etc.
7. Manage networking and partnership activities. Explore avenues to foster strategic partnership with authorities/ entities/ organizations, etc.
8. Collaborate with audio visual and graphics team members to develop data driven video/ contents/ IEC materials and promote advocacy success stories.
9. Prepare periodic plans of work, monitor the budget and expenses of programme events/activities and draft periodic reports (Donor/ NGOAB/IC/SDG etc.).
10. Provide support to administrative and logistical activities of the division.
11. Perform any other task(s) assigned by the organisation.

Educational qualifications, experience, and other skills:

Applicant must have--

- A Master's degree with Honours in Mass communication & Journalism, Development Studies, English, International Relations, Social Sciences, or any other relevant field from a recognised university with minimum second Class/Division or equivalent CGPA in all academic records.
- At least 4 years of relevant experience in development organisation/NGO/ not-for profit/media.
- Outstanding written communication and presentation skills with special attention to detail, accuracy, and audience.
- Strong time management with ability to prioritise complex and at times competing goals.
- Proficiency in MS Office applications (Word, Excel, Publisher, PowerPoint); Google applications (Gmail, Hangout, Calendar, Docs, Sheets, Slides, Forms); and Adobe applications (Acrobat Pro).
- Ability to conduct research, analyse, and summarise findings.
- Ability to exercise restraint and discretion in matters that are confidential or otherwise sensitive.
- Ability to work independently and collaboratively with enthusiasm and self-motivation to meet the needs of the division.
- Demonstrated ability to support a community of diverse perspectives and cultures in an inclusive environment.
- Experience in engaging with and maintaining relationship with elected officials, key stakeholders, community leaders and progressive coalitions.
- Experience in managing campaigns and programme budgets.
- Understanding of or experience in engaging in the legislative process shall be an added advantage.
- Experience in engaging in issue-based advocacy engaging people living in poverty and exclusion, ethnic minorities, or language minorities and grassroots lobbying shall be an added advantage.
- Ability to work in a team and openness to constructive feedback.
- Experience working remotely with other teams across the organisation.
- Skills of public speaking and on-the-record.
- Ability to manage multiple projects simultaneously.
- Strong organisational and time management skills and ability to work under pressure and meet deadlines.
- Ability to work flexible hours, including early mornings, nights, and weekends, as required to cover assignments.
- Self-motivation and orientation towards set goals, demonstrating accountability, initiative, creativity and focus in a rapidly changing and intellectually stimulating environment.
- Ability to thrive in a collaborative work environment, and to address/solve problems creatively and jointly, as appropriate.



Assistant Coordinator (Data Visualisation)
Two positions - based in Dhaka
Level – L 3.2, Grade – 1, Gross Salary – 86,810.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Assistant Coordinator (Data Visualisation)** to be recruited initially for the period up to December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for PACTA (Participatory Action against Corruption: Towards Transparency and Accountability), the new core project, and will remain reportable to the Coordinator – Outreach and Communication.

Job Description

1. Collaborate with a team of monitoring, evaluation, learning and knowledge management staff, program staff, web developers, and technical subject matter experts to solve problems and convey key messages using data visualisation approaches, techniques, and methods.
2. Develop intuitive and attractive static and interactive data visualisations using routine program monitoring data for websites, annual and quarterly reports, presentations/reports to donors and other stakeholders.
3. Interpret and produce unique data visualisations for a variety of implementation research products, including reports, policy briefs and presentations.
4. Distill quantitative and qualitative data to communicate compelling stories to diverse audiences
5. Create robust, reusable data querying, transformation, and visualisation processes in SQL and Excel.
6. Integrate multiple data sources into one visualization to tell a story.
7. Leverage analytics and visualisation tools to present information in a way that drives fact-based decision making.
8. Develop analytical reports and represent large, complex sets of data through visual representation.
9. Establish data visualisation standards and explore new, cutting-edge tools to periodically raise those standards.
10. Communicate results through presentations, reports, tools, and data visualisations for clients, internal staff, online mobilisation and other publications.
11. Build capacity of TIB staff in data visualisation. and
12. Any other business assigned by the organisation.

Educational qualifications, experience, and other skills:

Applicant must have--

- A Master's Degree with Honours in Mathematics, Statistics, Computer Science, Econometrics, or related discipline from a recognised university with minimum second Class/Division or equivalent CGPA in all academic records.
- At least 4 years of experience in data mining, data manipulation, statistical analysis, and data visualisation.
- 2+ years of working experience with big datasets and of large-scale analytical projects.
- Experience of data analysis and data visualisation using tools, such as SAS, Excel, SPSS, R, Python.
- Knowledge and command over graphics and visualisation tools such as Power BI, Tableau, Domo, Adobe CS 5 Suite, Qlik.
- Ability to translate complex data sets into non-technical materials for lay audiences.
- Strong interest in data science with a creative and a can-do mentality.
- Strong communication and analytical skills.
- Critical thinking and ability to look at numbers, trends, and data and draw new conclusions based on the findings.
- Ability to work with large amounts of information and see the 'bigger picture'.
- Ability to manage multiple projects simultaneously.
- Strong time management skills and ability to work under pressure and meet deadlines.
- Ability to work in a team and openness to constructive feedback.
- Ability to work flexible hours, including early mornings, nights, and weekends, as required to cover assignments.
- Self-motivation and orientation towards set goals, demonstrating accountability, initiative, creativity and focus in a rapidly changing and intellectually stimulating environment.
- Ability to thrive in a collaborative work environment, and to solve problems creatively and jointly, as appropriate.



Position: Senior Research Fellow (Quantitative and Qualitative Analysis)
(One position- based in Dhaka)
Level – L 2, Gross Salary -136,500.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Senior Research Fellow (Quantitative and Qualitative Analysis)**, to be recruited initially for the period up to December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project, and will remain reportable to the Director (Research and Policy Division).

Job Description

- Lead the drafting of designing strategies and protocols and implementation for the Research and Policy (R&P) division;
- Lead the assessment and prioritization of quantitative research needs and ensure implementation of response plan approved by Executive Management Team (EMT);
- Contribute to developing the Annual Operational Plan (AOP) of the R&P division and play a key role in its timely and efficient implementation;
- Play a key role in developing research concepts, methodologies, tools, techniques and processes of data collection for Divisional researches;
- Lead large scale quantitative surveys starting from the design stage to implementation (designing survey tools, planning field operations, training field surveyors/staff, supervising /coordinating data collection, analyzing data and report writing);
- Design qualitative studies for deeper analysis of corruption, mal-governance, and relevant issues and for feeding into the large scale quantitative analysis extracted from community monitoring, official database of the government and different national and international research and development agencies;
- Play a key role in designing plan/s for analyzing large scale quantitative data extracted from community monitoring, official database of the government, different national and international research and development agencies, and various other sources;
- Contribute to quantitative studies with a view to ensuring inclusion of qualitative insights;
- Guide/supervise the Data Analysts/Research Associates in conducting analysis based on big data and to visualize corruption and mal-governance by using quantitative data visualization tools;
- Conduct research independently, produce research reports, make public presentations, and participate/represent the organisation in national and international policy dialogues, conferences and fora, as and when needed;
- Supervise and guide the work of researchers/research teams; provide substantive and technical feedback in concrete terms on draft research reports prepared by researchers;

provide guidance in preparing policy papers/briefs and designing policy advocacy strategies on the basis of research findings;

- Supervise and guide Interns and volunteers in transcriptions and analysis of interviews and focus group findings; guide and train them in analysis of data for purposes of policy development and guide and train them in the development of policy briefs and recommendations.
- Contribute to various divisional activities like preparing reports (e.g. R&P part of donor reports, monitoring/MIS report, responses to government or other stakeholder reactions to organisational research, etc.) and actively participate in team sharing of research findings, in-house research presentations etc.
- Report to and liaise with the Director, R&P in ensuring of the implementation of AOP/assignments of assigned teams;
- Mentor, counsel, and motivate full time and part time research personnel as and when needed;
- Although the position is Dhaka-based, the selected candidate must be prepared to undertake research-related field visits as and when necessary;
- Perform any other relevant tasks as assigned by the organisation.

Educational qualifications, experience and other skills:

- Masters with Honours at Bachelor's level preferably in a relevant subject (Social Science subjects like Economics, Sociology, Public Administration, International Relations, Development Studies etc., and Statistics) with a minimum of 10 (ten) years of relevant work experience, of which at least 7 (seven) years in a managerial/research fellow capacity;
- Candidates with a 3rd Division or a CGPA of less than 2.5 on a scale of 4 or 3 on a scale of 5 in public examinations at any stage of their education need not apply;
- Competencies and skills required for conducting both quantitative and qualitative research. Proven record of accomplishment as a skilled researcher that includes experience of implementing and designing both large-scale quantitative surveys, analyzing quantitative data, and report writing as well as undertaking in-depth qualitative studies is necessary;
- Experience of implementing and designing large-scale quantitative surveys, analyzing quantitative data, and report writing;
- Good command on data management and data analysis by using computer software and programming language, especially Access, SPSS, STATA/R etc., are essential; Experience in large-scale survey based data collection using open source application /online data collection tools like KoBo toolbox, Google format etc., will be preferred;
- Proven record of accomplishment as a skilled researcher that includes designing and implementing qualitative research is the most essential prerequisite for this position.
- Knowledge/skills on qualitative tools and methods like case studies, participatory observation, FGD/GD/KI, etc. are required. Also, experience in qualitative data analysis by Atlas.ti, Nvivo etc., Geospatial data analysis by ArcGIS , data visualization software like Tableau etc., will be considered as added advantage;
- Experience of research on national integrity institutions (NIS), diagnostic studies, and household surveys would be an added advantage. Applicants should have a good understanding of governance, corruption and development related issues in Bangladesh.
- Integrity, team building and attaching high value to professionalism are some of the core attributes the candidate needs to possess;

- Excellent communication and interpersonal skills, in both Bangla and English and teamwork & leadership qualities;
- Sound computer skills for quantitative data processing and analysis as well as good word processing skills in both Bangla and English, good command on the use of MS Word, PowerPoint, etc.;
- Leadership, supervisory, multi-tasking, communication, staff management and problem solving skills and capacity;
- Experience in an anti-corruption organization will be an added advantage.



Position: Senior Research Fellow (Quantitative)
(One position- based in Dhaka)
Level – L 2, Gross Salary – 136,500.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Senior Research Fellow (Quantitative)**, to be recruited initially for the period up to December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project, and will remain reportable to the Director (Research and Policy Division).

Job Description

- Lead the drafting of designing strategies and protocols and implementation for the Research and Policy (R&P) division;
- Lead the assessment and prioritization of quantitative research needs and ensure implementation of response plan approved by Executive Management Team (EMT);
- Contribute to developing the Annual Operational Plan (AOP) of the R&P division and play a key role in its timely and efficient implementation;
- Play a key role in developing research concepts, methodologies, tools, techniques and processes of data collection for Divisional researches;
- Lead large scale quantitative surveys starting from the design stage to implementation (designing survey tools, planning field operations, training field surveyors/staff, supervising /coordinating data collection, analyzing data and report writing);
- Play a key role in designing plan/s for analyzing large scale quantitative data extracted from community monitoring, official database of the government and different national and international research and development agencies;
- Guide/supervise the Data Analysts/Research Associates in conducting analysis based on big data and to visualize corruption and mal-governance by using quantitative data visualization tools;
- Conduct research independently, produce research reports, make public presentations, and participate/represent the organisation in national and international policy dialogues, conferences and fora, as and when needed;
- Supervise and guide the work of researchers/research teams; Provide substantive and technical feedback in concrete terms on draft research reports prepared by researchers; provide guidance in preparing policy papers/briefs and designing policy advocacy strategies on the basis of research findings;
- Supervise and guide Interns and volunteers in transcriptions and analysis of interviews and focus group findings; guide and train them in the analysis of data for purposes of

policy development and guide and train them in the development of policy briefs and recommendations.

- Contribute to various divisional activities like preparing reports (e.g. R&P part of donor reports, monitoring/MIS report, responses to government or other stakeholder reactions to organisational research, etc.) and actively participate in team sharing of research findings, in-house research presentations etc.
- Report to and liaise with the Director, R&P in ensuring of the implementation of AOP/assignments of assigned teams;
- Mentor, counsel, and motivate full time and part time research personnel as and when needed;
- Although the position is Dhaka-based, the selected candidate must be prepared to undertake research-related field visits as and when necessary;
- Perform any other relevant tasks as assigned by the organisation.

Educational qualifications, experience and other skills:

- Masters with Honours at Bachelor's level preferably in a relevant subject (Social Science subjects like Economics, Sociology, Public Administration, International Relations, Development Studies etc., and Statistics) with a minimum of 10 (ten) years of relevant work experience, of which at least 7 (seven) years in a managerial/research fellow capacity;
- Candidates with a 3rd Division or a CGPA of less than 2.5 on a scale of 4 or 3 on a scale of 5 at any stage of their education need not apply;
- Proven record of accomplishment as a skilled researcher that includes experience of implementing and designing large-scale quantitative surveys, analyzing quantitative data, and report writing;
- Good command on data management and data analysis by using computer software and programming language, especially Access, SPSS, STATA/R etc., are essential; Experience in large-scale survey based data collection using open source application /online data collection tools like KoBo toolbox, Google format etc., will be preferred;
- Experience of research on national integrity institutions (NIS), diagnostic studies, and household surveys would be an added advantage. Applicants should have a good understanding of governance, corruption and development related issues in Bangladesh.
- Integrity, team building and attaching high value to professionalism are some of the core attributes the candidate needs to possess;
- Excellent communication and interpersonal skills, in both Bangla and English and teamwork & leadership qualities;
- Sound computer skills, for quantitative data processing and analysis as well as good word processing skills in both Bangla and English, good command on the use of MS Word, PowerPoint, etc.;
- Leadership, supervisory, multi-tasking, communication, staff management and problem solving skills and capacity;
- Experience in an anti-corruption organization will be an added advantage.



Position: Senior Research Fellow (Qualitative)
(One position- based in Dhaka)
Level – L 2, Gross Salary – 136,500.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Senior Research Fellow (Qualitative)**, to be recruited initially for the period up to December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project, and will remain reportable to the Director (Research and Policy Division).

Job Description

- Contribute to designing strategies and protocols for the Research and Policy (R&P) division;
- Lead the assessment and prioritization of qualitative research needs and communicate with executive management;
- Contribute to developing the Annual Operations Plan (AOP) of the R&P division and play a key role in its timely and efficient implementation;
- Play a key role research concepts, methodologies, tools, techniques and processes of data collection for Divisional researches;
- Lead qualitative studies from the design stage to implementation (designing tools, planning field operations, training field surveyors/staff , supervising /coordinating data collection, analyzing data, and report writing);
- Design qualitative studies for deeper analysis of corruption and mal-governance issues and for feeding into the large scale quantitative analysis extracted from community monitoring, official database of the government and different national and international research and development agencies;
- Contribute to quantitative studies with a view to ensuring inclusion of qualitative insights;
- Guide/supervise the Data Analysts/Research Associates in visualizing corruption and mal-governance related findings by using qualitative data visualization tools;
- Conduct research independently, produce research reports, make public presentations, and participate/represent the organisation in national and international policy dialogues, conferences and fora, as and when needed;
- Supervise and guide the work of researchers/research teams; Provide substantive and technical feedback in concrete terms on draft research reports prepared by researchers; provide guidance in preparing policy papers/briefs and designing policy advocacy strategies on the basis of research findings;
- Supervise and guide Interns and volunteers in transcriptions and analysis of interviews and focus group findings; guide and train them in the analysis of data for purposes of

policy development and guide and train them in the development of policy briefs and recommendations;

- Contribute to various divisional activities like preparing reports (e.g. Divisional part of the donor report, monitoring/MIS report, responses to government or other stakeholders reactions to organizational research, etc.), and actively participate in team sharing of research findings, in-house research presentations, etc.;
- Report to and liaise with the Director, R&P in ensuring of the implementation of AOP/assignments of assigned teams;
- Mentor, counsel, and motivate full time and part time research personnel as and when needed;
- Although the position is Dhaka-based, the selected candidate must be prepared to undertake research-related field visits as and when necessary;
- Perform any other relevant tasks as assigned by the organisation.

Educational qualifications, experience and other skills:

- Applicants having a Masters with honours at Bachelor's level preferably from a relevant subject (Social Science subjects like Economics, Sociology, Public Administration, International Relations, Development Studies etc.) with minimum 10 (ten) years of relevant work experience, of which at least 7 (seven) years in a managerial /research fellow position will be considered for this position;
- Candidates 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;
- Proven record of accomplishment as a skilled researcher that includes designing and implementing qualitative research is the most essential prerequisite for this position.
- Knowledge/skills on qualitative tools and methods like case studies, participatory observation, FGD/GD/KI, etc. are required. Also, experience in qualitative data analysis by Atlas.ti, Nvivo etc., Geospatial data analysis by ArcGIS , data visualization software like Tableau etc., will be considered as added advantage;
- Experience of research on national integrity institutions (NIS), diagnostic studies, and household surveys would be an added advantage. Applicants should have a good understanding of governance, corruption and development related issues in Bangladesh;
- Integrity, team building and attaching high value to professionalism are some of the core attributes the candidate needs to possess;
- Excellent communication skill, written and oral, both in Bangla and English is necessary;
- Sound computer skills, good word processing skills in both Bangla and English, good command on the use of MS Word, PowerPoint, etc.;
- Leadership, supervisory, multi-tasking, communication, staff management and problem solving skills and capacity;
- Experience in an anti-corruption organization will be an added advantage.



**Position: Research Fellow (Three position- based in Dhaka)
Level – L 3, Gross Salary- 113,000.00**

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Research Fellow**, to be recruited initially for the period up to December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project, and will remain reportable to the Senior Research Fellow (Research and Policy Division).

Job Description

- Assist in the assessment and prioritisation of research needs of the organisation;
- Play a key role in developing research concepts, methodologies, tools, techniques and processes of data collection;
- Conduct independent research, produce research reports, make public presentations, and present research papers in external fora;
- Assist in ensuring inclusion of qualitative insights in the analysis of large scale quantitative data extracted from community monitoring, official database of the government and different national and international research and development agencies;
- Guide/supervise Research Associates in analysing field data and visualizing corruption and mal-governance by using qualitative data visualization tools;
- Prepare policy briefs/position papers and policy advocacy plans on the basis of research findings;
- Provide guidance to and supervise the team/researchers who are assigned to him/her;
- Supervise and guide Interns and volunteers in transcriptions and analysis of interviews and focus group findings; guide and train them in the analysis of data for purposes of policy development and guide and train them in the development of policy briefs and recommendations.
- Provide assistance in planning, designing and implementing activities of the Research & Policy (R&P) division;
- Assist in developing and updating creative, innovative and effective designs of policy research;
- Prepare draft periodic reports on implementation of the R&P component of the project;
- The position is Dhaka-based. However, the Research Fellow must have no hesitation to undertake research-related field visits as and when required.
- Perform any other relevant tasks assigned by the organization.

Educational qualifications, experience and other skills:

- Masters with honors at Bachelor's level, preferably from Social Science (like Economics, Sociology, Public Administration, International Relations, Development Studies etc.), Law, Statistics, Urban Planning and any other relevant subject with at least 8 (eight) years of experience in qualitative and quantitative research of which at least 3 years equivalent to Research Associate position.
- Candidates having with a 3rd Division or a CGPA of less than 2.5 on a scale of 4, or 3 on a scale of 5, at any stage of their education need not apply
- Experience of research on national integrity institutions (NIS), diagnostic studies, and household surveys would be an added advantage. Applicants should have a good understanding of governance, corruption and development related issues in Bangladesh.
- Data management and data analysis by using computer software and programming language, especially Access, SPSS, STATA/R etc.; Experience in large-scale survey based data collection using open source application /online data collection tools like KoBo toolbox, Google format etc., will be an added advantage;
- Knowledge/skills on qualitative tools and methods like case studies, participatory observation, FGD/GD/KI, etc. Experience in qualitative data analysis by Atlas.ti, Nvivo etc., Geospatial data analysis by ArcGIS , data visualization software like Tableau etc., will be considered as added advantage;
- Excellent communication skills, written and oral, both in Bangla and English.
- Sound computer skills, good word processing skills in both Bangla and English, good command on the use of MS Word, PowerPoint, etc.
- Leadership, supervisory, multi-tasking, communication, staff management and problem solving skills and capacity;
- Experience in an anti-corruption organization will be an added advantage.



Position: Data Manager - Research & Policy (One position- based in Dhaka)
Level – L 3, Gross Salary – 113,000.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Data Manager—Research and Policy**, to be recruited initially for the period up to December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB’s core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project, and will remain reportable to the Senior Research Fellow (Research and Policy Division).

Job Description

- Develop and implement procedures for effective data management;
- Develop rules and procedures for data sharing;
- Oversee and manage staff members in the daily use of data systems;
- Guarantee adherence to legal compliance and internal regulations/code of ethics of the organization;
- Regularly monitor and evaluate information and data systems that could affect analytical results;
- Assess system performance and make recommendations for software, hardware, and data storage improvements;
- Manage all incoming data files;
- Continually develop data management strategies;
- Assist with recognizing and upholding digital security systems to protect delicate/sensitive information;
- Use system reports and analyses to identify potentially problematic data, make corrections, and determine root causes of data problem emanating from input errors or inadequate field edits, and suggest possible solutions;
- Offer research data management (RDM) advisory service to researchers on good practices in research data management including providing advice on data citation, analysis and mining, licensing, copyright and IPR issues relating to RDM and assisting with the writing of data management plans (DMPs) and reports;
- Provide guidance to manage and enable discovery of digital objects and associated metadata in discovery tools, catalogues, archives and repositories, advising on the use of metadata schemas and discipline-based ontologies;
- The position is Dhaka-based. However, the Data Manager must have no hesitation to undertake research-related field visits, as and when needed;
- Perform any other relevant tasks assigned by the organisation.

Educational qualifications, experience and other skills:

- Masters in Computer Science, Computer Engineering or a related field. Candidates with Masters in Social Science or Statistics with appropriate training (e.g. Diploma in Data Management / Computer Science etc.) and extensive practical experience may also apply. In both cases however a total relevant job experience of a minimum of 8 (eight) years in data management or analysis is required;
- Candidates 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;
- Ability to decipher and organize large amounts of data, have an analytical mindset with superb communication and problem-solving skills, and ability to translate complex problems clearly and in nontechnical terms;
- Working experience with Big Data will be an advantage, skills in various statistical analysis and data visualization and programming languages etc. are preferable;
- Previous experience in working with a research-based organization/s and more specifically experience in managing data of large-scale nationwide survey and/or management of big data for research use shall get preference;
- Excellent communication skills, written and oral, both in Bangla and English, and good command on the use of MS Office are desirable;
- Working experience in organisation with a focus on anti-corruption/governance would be an added advantage.



**Position: Data Analyst—Research and Policy (One position -based in Dhaka)
Level – L 3, Gross Salary- 113,000.00**

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Data Analyst—Research and Policy**, to be recruited initially for the period up to December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project, and will remain reportable to the Senior Research Fellow (Research and Policy Division).

Job Description:

- Create databases and reports, develop algorithms and statistical models, and perform statistical analyses appropriate to data and reporting requirements;
- Employ new and existing tools to interpret, analyse, and visualise multi-variate relationships in data;
- Develop reports, charts, graphs, and tables for use by investigators and for publication and presentation;
- Analyse data processes in documentation;
- Managing and designing the reporting environment, including data sources, security, and metadata.
- Supporting the data warehouse in identifying and revising reporting requirements.
- Supporting initiatives for data integrity and normalization.
- Assessing tests and implementing new or upgraded software and assisting with strategic decisions on new systems.
- Generating reports from single or multiple systems.
- Troubleshooting the reporting database environment and reports.
- Evaluating changes and updates to source production systems.
- Training end users on new reports and dashboards.
- Providing technical expertise on data storage structures, data mining, and data cleansing.
Perform any other relevant tasks assigned by the organisation.
- The position is Dhaka-based. However, the Data Analyst must have no hesitation to undertake research-related field visits as and when required.
- Perform any other relevant task assigned by the organisation.

Educational qualifications, experience and other skills:

- Masters in Computer Science, Computer Engineering, Statistics, and Social Science (in subjects like Economics, Sociology, Public Administration, International Relations, Development Studies etc.).

- Candidates 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;
- Appropriate training (e.g. training in Data Science, Big data Analytics, programming language etc.) and extensive practical experience with a minimum of eight years of work experience as a data analyst and/or in related field are needed
- Expertise specifically in statistical packages and programming language like SPSS, Stata, Geospatial data analysis by ArcGIS., Atlas.ti, Nvivo, R, Python, etc., are essential
- Ability to analyze existing tools and databases and provide software solution recommendations.
- High-level experience in methodologies and processes for analysis with large scale databases, demonstrated experience in handling large data sets and relational databases.
- Previous experience in working with a research based organization and more specifically experience in managing collection, cleaning/editing, store, manipulation and analysis of large scale nationwide survey and/or big data for research purposes shall get preference.
- Excellent communication skills, written and oral, both in Bangla and in English, and good command on the use of MS Office are desirable.
- Working experience in organization/s with a focus on governance and/or anti-corruption would be an added advantage.



Position: Research Associate (Qualitative)
(Three positions- based in Dhaka)
Level – L 3.2, Grade – 1, Gross Salary -86,810.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Research Associate (Qualitative)**, to be recruited initially for the period up to December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project, and will remain reportable to the Research Fellow (Research and Policy Division).

Job Description

- Conduct/assist in research as a member of the team responsible for specific research project/assignment;
- Contribute to developing research concepts, methodologies, tools, techniques and processes of data collection;
- Collect primary and secondary data using various qualitative tools;
- Supervise and monitor field data collection process, ensure authenticity and objectivity of data, undertake analysis of data, and participate in data collection, both primary and secondary, as and when appropriate;
- Develop analysis plan and analyse collected data;
- Provide training to field enumerators/short term staff appointed from time to time for data collection;
- Write reports and/ or chapter contribute to report writing in Bangla and English, prepare and make presentations of research findings;
- Contribute to policy advocacy undertaken based on research findings s/he was involved - draft policy briefs/position papers and assist in preparing advocacy plans;
- Assist in developing and updating creative, innovative and effective designs of policy research;
- The position is Dhaka-based. However, the Research Associate (Qualitative) must have no hesitation to undertake frequent research-related field visits as needed;
- Perform any other relevant task assigned by the organization.

Educational qualifications, experience and other skills:

- Masters with Honours at Bachelor's level, preferably from a relevant subject (like subjects from Social Science discipline e.g. Economics, Sociology, Public

Administration, International Relations, Development Studies etc.), and Law, Statistics, with at least 6 (six) years of experience in qualitative research in a reputed organisation.

- Candidates with a 3rd Division or a CGPA of less than 2.5 on a scale of 4 or 3 on a scale of 5 at any stage of their education need not apply;
- Experience of qualitative research on governance and/or anti-corruption issues, more specifically on institutions of democracy, diagnostic studies, household surveys and social accountability tools etc., will be given preference;
- Experience in use of software based analysis of qualitative data (like CAQDAS, Atlas.ti, Nvivo, etc.) are desired; experience in data visualization software like Tableau and a minimum level of experience with quantitative analysis will be ideal (e.g. use of software like SPSS, etc.) will be an added advantage;
- Excellent communication skills, written and oral, both in Bangla and English are necessary;
- Sound computer skills, good word processing skills in both Bangla and English, good command on the use of MS Word, PowerPoint, etc. are essential.
- Working experience in an organisation with a governance and anti-corruption focus will be an added advantage.



Position: Research Associate (Quantitative)
(Three positions-based in Dhaka)
Level – L 3.2, Grade – 1, Gross Salary – 86,810.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Research Associate (Quantitative), Research Associate (Qualitative)**, to be recruited initially for the period up to December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project, and will remain reportable to the Research Fellow (Research and Policy Division).

Job Description

- Conduct/assist research as a member of a team responsible for specific research project/assignments;
- Contribute to developing research concepts, methodologies, tools, techniques and processes of data collection;
- Collect primary and secondary data as and when required
- Supervise and monitor field level data collection , ensure authenticity and objectivity of data, undertake analysis of data, and participate in data collection, both primary and secondary, as and when appropriate;
- Develop analysis plan and analyse collected data;
- Provide training to field enumerators/short term staff appointed from time to time for data collection;
- Write reports and/or contribute to report writing in Bangla and English, prepare and make presentations of research findings;
- Contribute to policy advocacy undertaken based on research findings s/he was involved - draft policy briefs/position papers and assist in preparing advocacy plans
- Assist in developing and updating creative, innovative and effective designs of policy research;
- The position is Dhaka-based. However, the Research Associate (Quantitative) must have no hesitation to undertake frequent research-related field visits as needed;
- Perform any other relevant task assigned by the organization.

Educational qualifications, experience and other skills:

- Masters with Honours at Bachelor's level, preferably in a subject from Social Science discipline (in subjects like Economics, Sociology, Public Administration, International Relations, Development Studies etc.), and Statistics, etc., with at least 6 (six) years of experience in empirical research, particularly with experience in quantitative analysis of survey data in a reputed organization;
- Candidates with a 3rd Division or a CGPA of less than 2.5 on a scale of 4 or 3 on a scale of 5 at any stage of their education need not apply;
- Experience of research on governance and anti-corruption issues, more specifically on institutions of democracy, diagnostic studies, household surveys, and social accountability etc., will be given preference.
- Working experience in organisation/s with a governance and anti-corruption focus will be an added advantage.
- Good command on data management and data analysis by using computer software, especially Access, SPSS, STATA etc.; Experience in large-scale survey based data collection using open source application like KoBo and Google format etc., will be an added advantage;
- Experience and skill in statistical packages and programming language Geospatial data analysis by ArcGIS., Atlas.ti, Nvivo, R, etc., and data visualization software like Tableau etc., will be an added advantage;
- Excellent communication skills, written and oral, both in Bangla and English are necessary;
- Sound computer skills, for quantitative data processing and analysis as well as good word processing skills in both Bangla and English, good command on the use of MS Word, PowerPoint, etc. are essential.



Position: Senior Research Fellow, Climate Finance Governance (CFG)
(One position- based in Dhaka)
Level – L 2, Gross Salary – 1,36,500.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Senior Research Fellow (CFG)**, to be recruited initially for the period up to December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project, and will remain reportable to the Director (Research and Policy Division).

Job Description

- Contribute to designing strategies and protocols for the Research and Policy (R&P) division;
- Lead the assessment and prioritization of quantitative research needs and communicate to with the Executive Management;
- Contribute to developing the Annual Operational Plan (AOP) of the R&P division and play a key role in its timely and efficient implementation;
- Play a key role in developing research concepts, methodologies, tools, techniques and processes of data collection for Divisional researches;
- Lead large scale quantitative surveys starting from the design stage to implementation (designing survey tools, planning field operations, training field surveyors/staff , supervising /coordinating data collection, analyzing data, and report writing);
- Play a key role in designing plan/s for analyzing large scale quantitative data extracted from community monitoring, official database of the government and different national and international research and development agencies;
- Guide/supervise the Data Analysts/Research Associates in conducting analysis based on big data and to visualize corruption and mal-governance by using quantitative data visualization tools;
- Conduct research independently, produce research reports, make public presentations, and participate/represent the organisation in national and international policy dialogues, conferences and fora, as and when needed;
- Supervise and guide the work of researchers/research teams; Provide substantive and technical feedback in concrete terms on draft research reports prepared by researchers; provide guidance in preparing policy papers/briefs and designing policy advocacy strategies on the basis of research findings;
- Supervise and guide Interns and volunteers in transcriptions and analysis of interviews and focus group findings; guide and train them in the analysis of data for purposes of

policy development and guide and train them in the development of policy briefs and recommendations.

- Contribute to various divisional activities like preparing reports (e.g. R&P part of donor reports, monitoring/MIS report, responses to government or other stakeholder reactions to organisational research, etc.) and actively participate in team sharing of research findings, in-house research presentations etc.
- Report to and liaise with the Director, R&P in ensuring of the implementation of AOP/assignments of assigned teams;
- Mentor, counsel, and motivate full time and part time research personnel as and when needed;
- Although the position is Dhaka-based, the selected candidate must be prepared to undertake research-related field visits as and when necessary;
- Perform any other relevant tasks as assigned by the organisation.

Educational qualifications, experience and other skills:

- Masters with Honours at Bachelor's level preferably in a relevant subject (Social Science subjects like Economics, Sociology, Public Administration, International Relations, Development Studies etc., Geography and Environment, and Statistics etc.) with a minimum of 10 (ten) years of relevant work experience, of which at least 7 (seven) years in as a managerial/research fellow or higher capacity and at least 5 (five) years in environment and climate finance governance
- Candidates 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; Competencies and skills required for conducting both quantitative and qualitative research. Proven record of accomplishment as a skilled researcher that includes experience of implementing and designing both large-scale quantitative surveys, analyzing quantitative data, and report writing as well as undertaking in-depth qualitative studies is necessary;
- Good command on data management and data analysis by using computer software and programming language, especially Access, SPSS, STATA/R etc., are essential; Experience in large-scale survey based data collection, use of open source application /online data collection tools like KoBo toolbox, Google format etc., will be preferred;
- Proven record of accomplishment as a skilled researcher that includes designing and implementing qualitative research is the most essential prerequisite for this position.
- Knowledge/skills on qualitative tools and methods like case studies, participatory observation, FGD/GD/KI, etc. are required. Also, experience in qualitative data analysis by Atlas.ti, Nvivo etc., Geospatial data analysis by ArcGIS , data visualization software like Tableau etc., will be considered as added advantage;
- Good command on data management and data analysis by using computer software, especially Access, SPSS, STATA etc., are essential;
- Experience of research on national integrity institutions (NIS), diagnostic studies, and household surveys would be an added advantage. Applicants should have a good understanding of governance, corruption and development related issues in Bangladesh.
- Integrity, team building and attaching high value to professionalism are some of the core attributes the candidate needs to possess;
- Candidates with a 3rd Division or a CGPA of less than 2.5 on a scale of 4 or 3 on a scale of 5 at any stage of their education need not apply;

- Excellent communication and interpersonal skills, in both Bangla and English and teamwork & leadership qualities;
- Sound computer skills, for quantitative data processing and analysis as well as good word processing skills in both Bangla and English, good command on the use of MS Word, PowerPoint, etc.;
- Leadership, supervisory, multi-tasking, communication, staff management and problem solving skills and capacity;
- Experience in an anti-corruption organization will be an added advantage.

Android Application "Job Circular"

নিয়োগ বিজ্ঞপ্তি, পরীক্ষার সময়সূচী, ফলাফল, প্রবেশপত্র ও অন্যান্য নোটিশ এবং নিয়োগ পরীক্ষার প্রস্তুতি সহ নিয়োগ সংক্রান্ত সকল তথ্য নিয়ে এই অ্যাপ।

📌 সংক্ষিপ্ত বৈশিষ্ট্য

- 👉 দৈনিক পত্রিকা এবং অনলাইনে প্রকাশিত প্রতিদিনের চাকরির বিজ্ঞপ্তি
- 👉 পরীক্ষা সময়সূচী এবং ফলাফল সহ পরীক্ষা সংক্রান্ত সকল নোটিশ
- 👉 সাপ্তাহিক চাকরির পত্রিকা (HD Picture এবং PDF আকারে)
- 👉 আবেদনের ফরম ডাউনলোড এবং চালান/ব্যাংক ড্রাফট ফরম পূরণ ও আবেদনের নিয়ম এবং অনলাইনে আবেদনের ঠিকানা
- 👉 নিয়োগ পরীক্ষার প্রস্তুতি, মডেল টেস্ট সহ পরীক্ষা প্রস্তুতি সহায়ক সকল তথ্য
- 👉 Favorite (Bookmark) system: এর মাধ্যমে আপনি আপনার পছন্দের বিজ্ঞপ্তি, নোটিশ, চাকরির প্রস্তুতি সহায়ক বিভিন্ন বিষয় Save করে রাখতে পারবেন।
- 👉 আবেদনের মেয়াদ শেষ হওয়ার পূর্বে গুরুত্বপূর্ণ চাকরির বিজ্ঞপ্তি ও প্রবেশ পত্র ডাউনলোড এবং অন্যান্য নোটিশ এর Reminder



Job Circular
CareerGuideBD
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4.7★
15K reviews

6.2 MB

3+
Rated for 3+ Ⓞ

1M+
Downloads



📌 বিস্তারিত বৈশিষ্ট্য

🔔 **নতুন/গুরুত্বপূর্ণ নিয়োগ বিজ্ঞপ্তি ও পরীক্ষার নোটিশের "Notification"**
এর মাধ্যমে আপনি আপনার মোবাইলের Notification বার এ জানতে পারবেন গুরুত্বপূর্ণ চাকরির খবর এবং পরীক্ষার নোটিশ।

⚙️ **Notification Category**
কোন ধরনের নোটিফিকেশন পেতে চান সেটি বাছাই করতে পারবেন এবং আপনার অপছন্দের ক্যাটাগরি/নোটিফিকেশন বন্ধ রাখতে পারবেন।

≡ **জব ক্যাটাগরি**
বিজ্ঞপ্তিগুলো সহজে খুঁজে পাবার জন্য আছে বিভিন্ন ক্যাটাগরি। যেমন -

General Job Category:

👉 সরকারি চাকরি	👉 ব্যাংক জব	👉 এনজিও জবস
👉 শিক্ষক নিয়োগ	👉 মার্কেটিং / সেলস	👉 রেলওয়ে জব
👉 ডিফেন্স এ চাকরি	👉 সাপ্তাহিক চাকরির পত্রিকা	👉 অন্যান্য বেসরকারি চাকরি

Special Job Category:

👉 Hot Jobs	👉 Date Wise Jobs
👉 Part Time Jobs	👉 Under Graduate Jobs
👉 Graduates Jobs	👉 Post Graduate Jobs
👉 Deadline Today Jobs	👉 Deadline Tomorrow Jobs
👉 Any Other Deadline Jobs	👉 Archive / Expired Job

≡ **জব এক্সাম নোটিশ ক্যাটাগরি**

নিয়োগ পরীক্ষা সংক্রান্ত সকল নোটিশ পাবেন এই ক্যাটাগরিতে।

পরীক্ষার সময়সূচী	পরীক্ষার ফলাফল	প্রবেশপত্র	অন্যান্য নোটিশ
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🔔 **Reminder**

আবেদনের মেয়াদ শেষ হওয়ার পূর্বে গুরুত্বপূর্ণ নিয়োগ বিজ্ঞপ্তি ও প্রবেশ পত্র ডাউনলোড এবং অন্যান্য নোটিশ এর Reminder

📖 **কারিয়ার গাইড**

চাকরির পরীক্ষা সহায়ক বিভিন্ন তথ্য এবং Article ও পরামর্শ। বিষয়ভিত্তিক চাকরির প্রস্তুতি, শর্টকাট টেকনিক, মোটিভেশন সহ আরো অনেক কিছু।

📅 **প্রতিদিনের তথ্য**

বিভিন্ন দৈনিক পত্রিকা ও অনলাইনে থেকে গুরুত্বপূর্ণ সাধারণ জ্ঞানমূলক তথ্য।

📖 **অনুবাদ চর্চা**

দৈনিক ইংরেজি ও বাংলা পত্রিকার গুরুত্বপূর্ণ Article এর Vocabulary ও অনুবাদ। এবং এই Vocabulary গুলোর আলোকে মডেল টেস্ট/কুইজ।

📌 **সাম্প্রতিক তথ্য**

বিভিন্ন পত্রিকা ও অন্যান্য উৎস থেকে বাংলাদেশ এবং বিশ্বের সাম্প্রতিক তথ্য।

📄 **ডাউনলোড জোন**

চাকরির প্রস্তুতির জন্য বিভিন্ন বই এবং অনলাইনে প্রকাশিত সকল বিষয়ের তথ্যের PDF।

📁 **ইন্টারভিউ টিপস**

ইন্টারভিউ এর জন্য কিভাবে নিজেকে প্রস্তুত করবেন সেই সকল বিষয়ে অভিজ্ঞদের পরামর্শ।

📖 **ভাইভা অভিজ্ঞতা**

চাকরির ভাইভাতে কিধরনের প্রশ্নের সম্মুখীন হতে হয় সেই সকল তথ্য নিয়ে এই ক্যাটাগরি। বিসিএস, ব্যাংক সহ অন্যান্য নিয়োগ ভাইভা অভিজ্ঞতা এখানে পাবেন।

🔗 **প্রশ্ন ব্যাংক এবং সাম্প্রতিক পরীক্ষার প্রশ্ন - উত্তর**

বিভিন্ন নিয়োগ পরীক্ষা- BCS, NTRCA, Primary সহ অন্যান্য নিয়োগ পরীক্ষার বিগত সালের প্রশ্ন এবং সমাধান। এবং প্রতিনিয়ত যে সকল নিয়োগ পরীক্ষা অনুষ্ঠিত হয় তার প্রশ্ন-সমাধান।

🕒 **মডেল টেস্ট**

এই ক্যাটাগরিতে "ব্যাখ্যা সহ/ছাড়া" মডেল টেস্ট পাবেন। (With timer /Without timer আপনার পছন্দ মত মডেল টেস্ট দিতে পারবেন)। বিষয়ভিত্তিক সহ আরো অনেক ক্যাটাগরির মডেল টেস্ট।

🎓 **National University News**

জাতীয় বিশ্ববিদ্যালয়ের সকল খবরাখবর নিয়ে আছে আলাদা ক্যাটাগরি।

📅 **Job Age Calculator**

চাকরির বয়স বের করার ক্যালকুলেটর। এই Job Age Calculator এর মাধ্যমে আপনি আপনার কাক্ষিত বয়স বের করতে পারবেন।

🔍 **Search Option**

নিয়োগ বিজ্ঞপ্তি বা পরীক্ষার নোটিশ খুঁজে পাওয়ার জন্য আছে সার্চ অপশন।

🌙 **Day-Night Mode**

সহজে এবং দীর্ঘক্ষণ অ্যাপ ব্যবহার উপযোগী ডে/নাইট মুড অপশন।

🔔 **এছাড়াও Notification Sound and Vibration Control, Keep Screen On, Dim Light mode Option, National University News সহ আরো অনেক ফিচার।**

🏠 **এক কথায় চাকরির প্রস্তুতি/খোঁজা থেকে শুরু করে 📌 চাকরি পাওয়া পর্যন্ত সকল তথ্য পাবেন এই অ্যাপটিতে।**

🔔 **এই আপস এর বৈশিষ্ট্য গুলো যদি আপনার ভাল লাগে তাহলে আজই ডাউনলোড করুন। 📌**

App Download Link: <https://play.google.com/store/apps/details?id=com.careerguidebd.jobcircular>



**Position: Research Fellow, Climate Finance Governance (CFG)
(One - based in Dhaka)
Level – L 3, Gross Salary – 113,000.00**

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Research Fellow (CFG)**, to be recruited initially for the period up to December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project, and will remain reportable to the Senior Research Fellow (CFG).

Job Description

- Assist in the assessment and prioritisation of research needs of the organisation;
- Play a key role in developing research concepts, methodologies, tools, techniques and processes of data collection;
- Conduct independent research, produce research reports, make public presentations, and present research papers in external fora;
- Play a key role in large scale quantitative surveys starting from the design stage to implementation (designing survey tools, planning field operations, training field surveyors/staff , supervising /coordinating data collection, analyzing data, and report writing);
- Assist in ensuring inclusion of qualitative insights in the analysis of large scale quantitative data extracted from community monitoring, official database of the government and different national and international research and development agencies;
- Guide/supervise Research Associates in analysing field data and visualizing corruption and mal-governance by using qualitative data visualization tools;
- Prepare policy briefs/position papers and policy advocacy plans on the basis of research findings;
- Provide guidance to and supervise the team/researchers who are assigned to him/her;
- Supervise and guide Interns and volunteers in their transcriptions and analysis of interviews and focus group findings; guide and train them in the analysis of data for purposes of policy development and guide and train in the development of policy briefs and recommendations.
- Provide assistance in planning, designing and implementing activities of the Research & Policy (R&P) division;
- Assist in developing and updating creative, innovative and effective designs of policy research;
- Prepare draft periodic reports on implementation of the R&P component of the project;

- The position is Dhaka-based. However, the Research Fellow must have no hesitation to undertake research-related field visits as and when required.
- Perform any other relevant task assigned by the organization.

Educational qualifications, experience and other skills:

- Masters with Honours at Bachelor's level preferably in a relevant subject (Social Science subjects like Economics, Sociology, Public Administration, International Relations, Development Studies etc., Urban Planning, Geography and Environment, and Statistics etc.) with at least 8 (eight) years of experience in qualitative and quantitative research, of which at least 3 (three) years equivalent to Research Associate or above position in the field of environment and climate finance governance.
- Candidates having with a 3rd Division or a CGPA of less than 2.5 on a scale of 4, or 3 on a scale of 5, at any stage of their education need not apply.
- Significant knowledge about quantitative and qualitative research techniques and practical experience in application of data collection tools and techniques (e.g., KoBo toolbox) and experience of using analytical tools and programming language such as SPSS/STATA/R; ATLAS.Ti etc. would be treated as an extra advantage.
- Experience of research on national integrity institutions (NIS), diagnostic studies, and household surveys would be an added advantage. Applicants should have a good understanding of governance, corruption and development related issues in Bangladesh.
- Excellent communication skills, written and oral, both in Bangla and English. *
- Sound computer skills, for quantitative data processing and analysis as well as good word processing skills in both Bangla and English, good command on the use of MS Word, PowerPoint, etc.
- Leadership, supervisory, multi-tasking, communication, staff management and problem solving skills and capacity;
- Experience in an anti-corruption organization will be an added advantage.



**Position: Research Associate, Climate Finance Governance (CFG)
(One- based in Dhaka)
Level – L 3.2, Grade – 1, Gross Salary 86,810.00**

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Research Associate (CFG)**, to be recruited initially for the period up to December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project, and will remain reportable to the Research Fellow (CFG).

Job Description

- Conduct/assist research as a member of a team responsible for specific research project/assignments;
- Contribute to developing research concepts, methodologies, tools, techniques and processes of data collection;
- Collect primary and secondary data as and when required
- Supervise and monitor field level data collection , ensure authenticity and objectivity of data, undertake analysis of data, and participate in data collection, both primary and secondary, as and when appropriate;
- Develop analysis plan and analyse collected data;
- Provide training to field enumerators/short term staff appointed from time to time for data collection;
- Write reports and/or contribute to report writing in Bangla and English, prepare and make presentations of research findings;
- Contribute to policy advocacy undertaken based on research findings s/he was involved - draft policy briefs/position papers and assist in preparing advocacy plans
- Assist in developing and updating creative, innovative and effective designs of policy research;
- The position is Dhaka-based. However, the Research Associate (Quantitative) must have no hesitation to undertake frequent research-related field visits as needed;
- Perform any other relevant task assigned by the organization.

Educational qualifications, experience and other skills:

- Masters with Honours at Bachelor's level, preferably in a subject from Social Science discipline (in subjects like Economics, Sociology, Public Administration, International

Relations, Development Studies etc.), Geography and Environment, Statistics, etc., with at least 6 (six) years of experience in empirical research, particularly with experience in quantitative analysis of survey data in a reputed organization;

- Candidates with a 3rd Division or a CGPA of less than 2.5 on a scale of 4 or 3 on a scale of 5 at any stage of their education need not apply;
- Experience of research in governance and anti-corruption issues, more specifically on institutions of democracy, diagnostic studies, household surveys, and social accountability etc., will be given preference.
- Good command on data management and data analysis by using computer software, especially Access, SPSS/STATA etc., are essential;
- Experience in large-scale survey based data collection, use of open source application like KoBo toolbox and Google format etc., will be preferred;
- Experience and skill in statistical packages and programming language Geospatial data analysis by ArcGIS., Atlas.ti, Nvivo, R, etc., and data visualization software like Tableau etc., will be an added advantage;
- Excellent communication skills, written and oral, both in Bangla and English are necessary;
- Sound computer skills, for quantitative data processing and analysis as well as good word processing skills in both Bangla and English, good command on the use of MS Word, PowerPoint, etc. are essential.
- Working experience in organisation/s with a governance and anti-corruption focus will be an added advantage.



Coordinator – Civic Engagement (03 positions- Dhaka based)
Level – L 2, Gross Salary - 1,36,500.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Coordinator – CE**, to be recruited initially for the period up to December 2021, and subsequently for additional five years' subject to due completion of the necessary approval processes. This position is based in Dhaka and reportable to Director- CE. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project.

Job description:

As a senior member of the team, working under the supervision of the Director - Civic Engagement and Executive Management Team (EMT) where appropriate, shall:

1. Plan, coordinate and provide strategic guidance for implementation of civic engagement programme with respect to designated clusters of field operations in terms of mobilizing the community and core actors e.g. Committees of Concerned Citizen (CCC), Youth Engagement and Support (YES) and Active Citizens' Group (ACG) involved with TIB on voluntary basis;
2. Provide strategic guidance and support to mobilize and coordinate with CCC and YES in transforming the on-going civic engagement programming in line with goals and objectives of relevant project and develop programme strategies, manuals and guidelines for rapport building with stakeholders for strengthening the social movement against corruption;
3. Supervise, coordinate and guide the process of community monitoring by Cluster and Area Coordinators to identify governance gaps/challenges and engage for corrective action in selected sectors namely, social protection, health, education, land, environment, and construction with the specialized digital tool or Apps, and engage for corrective actions;
4. Oversee and coordinate the mobilization of the Dhaka based YES groups at the national level to implement activities consistent with program need;
5. Oversee the systematic use of Apps at all levels of the monitoring process in the selected sectors. Subsequently, follow up on the action plan to engage for change at field level based on the gathered data, and contribute to national level policy engagement in collaboration with other divisions and units;
6. Coordinate and monitor that the results of data analyses are being properly translated and implemented at the district and sub district levels. Also provide effective feedback

to the data analyst team at the HQ for further improvisation of the Apps and its application;

7. Coordinate and follow up the local initiatives/advocacy efforts to ensure strategic linkages between local and national level activities relevant to the project objectives and goal set in the logical framework for reporting results and learning;
8. Undertake properly planned field visits within assigned clusters to follow-up on activities undertaken by the CCC-YES-ACG; monitor progress, guide and advice Area Coordinators and Cluster Coordinators; engage with CCC/YES/ACG to gather spontaneous feedback; and trouble-shoot, if necessary; Monitor and supervise regular field based interventions and provide technical advice for ensuring an effective and quality programme implementation;
9. Oversee the work of random monitors and integrate the identified risks/issues in the follow-up advocacy plan and implement accordingly.
10. In collaboration with MEL and other units, develop plans for sector specific evaluation/assessment and review of the relevant outputs, outcomes and impact of different interventions; Also provide necessary feedback to the Research & Policy division and Outreach & Communication division to amplify and replicate the good practices and lessons learnt;
11. Provide substantive inputs to programme assessment and document results achieved through programme interventions;
12. Provide technical support to cluster team members and build their capacity for collating and disseminating lessons learnt, success stories and case studies on good practices;
13. Oversee and coordinate the activities and functions of Cluster Coordinators and at times randomly monitor and supervise the work of other field staff;
14. Based on the Annual Work Plan and budget, develop and appropriately apply framework for programme and process monitoring of the project;
15. Ensure proper utilization of budgetary allocation from the value for money perspective; Monitor the trends of expenditure by liaising with the Finance team and field staff;
16. Evaluate the capacity of CCC/YES/ACG under assigned jurisdiction in collaboration with MEL and where necessary, other divisional teams, to assess their relative strengths and weaknesses and formulate and implement need-based improvement initiatives including capacity building;
17. Analyze relevant audit reports and take necessary corrective measures for further improvements;
18. Contribute to ensuring regular overall cross-divisional coordination of CE division's work with other streams of project implementation and management support units;
19. Represent the organisation in different stakeholder meetings/platforms as/when/where relevant and/or necessary;
20. Perform other duties as and when necessary and assigned by the management

Educational qualification, experience and other skills:

- Applicant must have a Master's degree preferably in a subject of Social Science or in any discipline relevant to governance and development;
- Candidates with a 3rd Division/Class or a CGPA of less than 2.5 on a scale of 4 and 3 on a scale of 5 at any stage of academic life need not apply;
- Candidates must have minimum 8 (eight) years of relevant experience of project implementation in the NGO sector, of which at least 5 (five) years in a managerial position;
- Expertise and experience in social mobilization and civic engagement and participatory campaigns for social change involving volunteers, particularly youth;
- Good understanding of anti-corruption social movement and experience in app-based community monitoring and data management will be given preference;
- The ideal candidate should have strong presentation skills, leadership and team-building qualities, monitoring and supervisory skills, mentoring capabilities and staff management capacity. S/he must be comfortable working with people of diverse age-groups and from various social, economic and professional backgrounds;
- Candidates must have excellent skills of communication, both oral and written, in Bangla and English and robust computer knowledge, functional in MS Word, Excel, PPT, etc.
- Experience in an anti-corruption organization will be an added advantage

Cluster Coordinator – Civic Engagement (05 Positions– Field based)
Level – L 3, Gross Salary 1,09,250.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Cluster Coordinator – CE**, to be recruited initially for the period up to December 2021, and subsequently for additional five years' subject to due completion of the necessary approval processes. This is a field-based position reportable to Coordinator- CE. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for PACTA (Participatory Action against Corruption: Towards Transparency and Accountability), the new core project.

Job description:

1. Plan and coordinate implementation of civic engagement programme for the designated geographic cluster consisting of several areas (districts and sub-districts) and working closely with Area Coordinators and Committees of Concerned Citizens' (CCC) and Youth Engagement and Support (YES) groups involved with TIB on voluntary basis;
2. Supervise and monitor the process of mobilization and coordination of CCC and YES in transformation of on-going civic engagement programming in line with goals and objectives of relevant project;
3. Oversee the stakeholder mapping activity in the relevant areas of the cluster to facilitate the formation and mobilization of CCC/YES and Active Community Groups (ACGs);
4. Oversee and facilitate institution mapping at the local level to capture in detail locations where public services are delivered at the district/sub districts levels);
5. Provide strategic guidance and active support to the Area Coordinators of the cluster as well as CCC and YES to mobilize Active Citizens' Group (ACG) at the relevant district and sub district levels to conduct regular community monitoring to identify governance challenges and engage for corrective action in selected sectors, namely, social protection, health, education, land, environment, and construction;
6. Oversee and monitor the work of the Area Coordinators, and offer mentoring where and when necessary.
7. Oversee and regularly monitor the quality of community monitoring in selected sectors by ACGs;
8. Ensure systematic use of specialized digital tool or Apps at all stages of the monitoring process.
9. Provide technical support to field operations including organizing and leading on trainings/orientations on selected issues for CCCs, YES and ACGs and on various aspects of project implementation including the use and application of Apps;

10. Assess progress of monthly Community Action meetings with ACG, coordination meetings (CCC-YES-ACG), review the advocacy plans, participate and/or help engage with relevant authorities as appropriate;
11. Design and develop various means/activities of engaging the core actors and citizens in the anti-corruption social movement
12. Effective coordination and communication with the government and other stakeholders of the cluster including media, NGOs, CBOs, CSOs, professionals, youth fora/groups, community clubs, local women's groups, etc;
13. Oversee and coordinate the work of random monitors and integration of risks/ issues identified by them in selected sectors in the advocacy plan and execution of the same accordingly;
14. Coordinate and provide strategic guidance to the training/orientation of CCC/YES/ACG on Anti-corruption social movement, National Integrity Strategy (NIS), SDGs, human rights, gender issues including safeguarding against harassment and bullying, etc among others; Provide such training/orientation for stakeholders as and when necessary;
15. Monitor and supervise regular project activities in the cluster and provide technical advice for ensuring effective and quality implementation of the project ;
16. Provide substantive inputs to programme assessments and ensure that proper documentation of results, challenges and lessons learnt are made and reported;
17. Collate and analyse local level policy issues for advocacy aimed at developing local-national linkage;
18. Undertake frequent field visits to CCCs in the concerned cluster to monitor progress, guide and advice Area Coordinators, engage with CCC/YES/ACG to gather spontaneous feedback and trouble shoot, if necessary;
19. Develop strategic partnership among the key anti-corruption stakeholders for collective advocacy;
20. Represent the organisation in different stakeholder meetings/platforms as/when/where relevant and/or necessary;
21. Perform any other duties as and when necessary and assigned by the management.

Educational qualifications, experience and other skills:

- Applicants must have a Master's degree in a subject of Social Science or in any discipline related to governance and development;
- Candidates with a 3rd Division/Class or a CGPA of less than 2.5 on a scale of 4 and 3 on a scale of 5 at any stage of academic life need not apply;
- Must have minimum 6 years of relevant experience, of which 3 must be in the supervisory capacity of multiple areas/units of field operations of participatory project implementation involving citizens, preferably youth engagement, training, facilitation skills and mentoring skills.
- Expertise and experience in social mobilization and team-building for engagement and participatory campaigns for social change and understanding of anti-corruption social movement.

- Experience in app-based community monitoring will be given preference;
- The ideal candidate should have strong leadership qualities, supervisory skill sound communication skills and staff management capacity. S/he must be comfortable working with people of diverse age-groups and from various social, economic and professional backgrounds
- Candidates must have excellent skills of communication, both oral and written, in Bangla and English and robust computer knowledge, functional in MS Word, Excel, PPT, etc.
- Experience in an anti-corruption organization will be an added advantage



Assistant Coordinator - Civic Engagement (02 Positions-Dhaka based)
Level – L 3.2, Grade – 1, Gross Salary 86,810.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Assistant Coordinator - CE**, to be recruited initially for the period up to December 2021, and subsequently for additional five years' subject to due completion of the necessary approval processes. This position is based in Dhaka and reportable to Director- CE. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project.

Job description:

1. Responsible for documentation, material development and dissemination of communication products related to implementation of the CE stream of the relevant project;
2. Prepare Civic Engagement section for the monthly e-bulletin and quarterly newsletter;
3. Develop, communicate and preserve for learning the organizational publications/documents relevant to Civic Engagement e.g., manuals, guidelines, brochures and different Committees of Concerned Citizens (CCC) led publications;
4. Collect case stories from CCCs, edit as necessary and ensure appropriate use in different reports/publications;
5. Document and disseminate best practices of CCC, in both English and Bangla;
6. Assist MIS unit to maintain database for CCC, Youth Engagement Support (YES) and Active Citizens' Group (ACG) members;
7. Collate and preserve for documentation the reports and press releases as well as official correspondences including letters, circulars and memos on project activities implemented in field level;
8. Draft letters, circulars and memos, etc., for CCCs, YES and ACGs, incorporate edits, finalize and ensure timely delivery;
9. Prepare, disseminate and maintain record of minutes of all types of meetings of Civic Engagement division held in Dhaka;
10. Collect and compile information and data related to the status and changes in composition of committees and sub-committees, membership, leadership and other related matters in CCC-YES-ACG;
11. Contribute to updating information on Civic Engagement on organizational website;

12. Assist in preparing monthly, quarterly, semi-annual and annual reports on project implementation;
13. Take a lead role in preparing the reports/ minutes of big events, e.g. conventions, CCC President-Vice President meetings/ ACG Conveners' meetings/Sub-committee Convener's meetings, day observations and national level events, etc;
14. Mobilize the Dhaka based YES Groups and organize different anti-corruption campaigns by engaging them consistent with program need including Apps- based community monitoring on pilot basis;
15. Prepare ID cards for CCC-YES-ACG members and update database of core actors/volunteers;
16. Act as the custodian of all Civic Engagement related information and documents; and
17. Perform any other duties as and when necessary and assigned by the management.

Educational qualification, experience and other requirements:

- Applicants must have a Master's degree preferably in a subject of Social Science or in any discipline relevant to governance and development.
- Candidates with a 3rd Division/Class or a CGPA of less than 2.5 on a scale of 4 and 3 on a scale of 5 at any stage of academic life need not apply;
- Excellent material development capacity and good computer skills including proficiency in MS Word, MS Excel, PPT and publication related softwares.
- Minimum 4 years of relevant work experience, of which at least 2 years of direct and extensive experience in documentation, and publication in any national or international NGO;
- Candidates must have sound writing and speaking skills in both Bangla and English;
- Experience in citizens'/youth mobilization, especially experience in documentation, publication and communication related to engagement with local community including youth will be given preference;
- Hands-on experience on audio-visual documentation.
- Applicants having articles published in journals, newsletters, books, blogs, print media, etc., will have an added advantage;
- Experience in an anti-corruption organization will be an added advantage

Area Coordinator – Civic Engagement (45 positions – Field based)
Level – L 3.2, Grade – 1, Gross Salary 83,847.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Area Coordinator – CE**, to be recruited initially for the period up to December 2021, and subsequently for additional five years' subject to due completion of the necessary approval processes. This is a field-based position reportable to Cluster Coordinator- CE. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project.

Job description:

1. Plan and coordinate implementation of civic engagement programme for the assigned area (at district/upazila level) and working closely with Committees of Concerned Citizens' (CCC) and Youth Engagement and Support (YES) groups involved with TIB on voluntary basis;
2. Mobilize and coordinate with CCC and YES in transformation of on-going civic engagement programming in line with goals and objectives of relevant project;
3. Undertake stakeholder mapping to form the Active Citizens' Groups (ACG) and where needed, CCC/YES and mobilize ACGs in respective area to conduct regular community monitoring;
4. Facilitate community monitoring by ACGs to identify governance gaps/challenges to engage for corrective action in selected sectors, namely, social protection, health, education, land, environment, and construction with the specialized digital tool or Apps;
5. Provide/organize/facilitate trainings for selected YES/ACG members on the use of Apps;
6. Facilitate monthly Community Action meetings with ACG to assess progress and engage relevant authorities to initiate change;
7. Organize coordination meetings of core actors (CCC-YES-ACG) and maintain regular and effective contact to facilitate proper implementation of project activities including involvement of general people in the respective area;
8. Undertake institution mapping at the local level to capture in detail locations where public services are delivered at the district/sub district levels;
9. Ensure effective coordination and communication with various stakeholders including the relevant authorities in selected sectors and beyond, local media, NGOs, CBOs, CSOs, professionals, youth fora/groups, community clubs, local women's groups, etc.;

10. Represent TIB at local level NGO coordination initiatives by relevant government authorities or other stakeholders and maintain positive and constructive relationships;
11. Facilitate and cooperate with the work of random monitors and integrate the risks/issues identified by them in the local level advocacy plan;
12. Organize trainings/orientations for CCC/YES/ACG on anti-corruption social movement, National Integrity Strategy (NIS), SDGs, human rights, gender issues including safeguarding against harassment and bullying among others, as and when needed and/or appropriate;
13. Maintain regular communication with local level service delivery institutions and explore and utilise scope for evidence based-advocacy with them;
14. Prepare periodic plans of work, review and progress reports, and compile good practice documentation in both Bangla and English;
15. Ensure regular and updated documentation and produce reports in line with project monitoring and learning;
16. Coordinate and manage visits by evaluation missions and development partners;
17. Handle and maintain day to day petty cash and accounts in respective area;
18. Follow up on audit observations/recommendations and reports regarding the performance of CCCs and assist to minimize the observations and performance deviations;
19. Perform any other duties as and when necessary as assigned by the management.

Educational qualifications, experience and other skills:

- Applicants must have a Master's degree, preferably in a Social Science or any other subject relevant to governance and development;
- Candidates with a 3rd Division/Class or a CGPA of less than 2.5 on a scale of 4 and 3 on a scale of 5 at any stage of academic life need not apply;
- Sound computer skills including proficiency in MS Word, MS Excel, PPT etc.;
- Proficiency in English and Bangla, both written and spoken;
- Must have a minimum of 4 years of experience, of which 2 years as head/in-charge of designing, planning and implementing campaigns at the local level, especially to mobilize and engage citizens/youth groups;
- Understanding on rights-based approach and social movement;
- Basic knowledge on transparent and accountable financial management, especially in handling day to day finance and accounting;
- Experience in using app-based monitoring will be given preference;
- Knowledge of using different social accountability tools with particular relevance to corruption prevention, and experience in conducting evidence-based advocacy with local level authorities will have advantage;
- Experience in an anti-corruption organization will be an added advantage

Position Title: Coordinator – IT (Level – L 2, Gross Salary 1,36,500.00)

Reportable To: Executive Director/ Deputy Executive Director

Location: Dhaka Office

Job Statement:

This position is responsible for leading, supervising, monitoring, and providing proper guidance to the IT team of TIB to run the smooth operation of entire IT and network systems, software development, and ensure ICT compliance. S/he should have sound knowledge of big data technologies, cloud server administration, network and system administration & virtualization, Active Directory and Disaster recovery services, ICT risk assessment, and overall service management.

TIB is inviting applications from Bangladeshi nationals for the position of Coordinator – IT, to be recruited initially for the period up to December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for PACTA (Participatory Action against Corruption: Towards Transparency and Accountability), the new core project, and will remain reportable to the Executive Director/ Deputy Executive Director.

Job highlights:

As a member of the IT unit, the **Coordinator – IT** will be responsible for the following tasks:

- Provide leadership to the IT unit and coordinate system, network, development, and people to meet the organizational goal and strategy.
- Provide day-to-day supervision, conduct performance appraisals, and delegate work assignments for all IT staff.
- Oversee the development, design, and implementation of new applications and changes to existing computer systems and software packages.
- Promote best practices in the ICT system of TIB.
- Plan, develop, and implement the ICT budget, obtain a competitive price from suppliers to ensure cost-effectiveness.
- Evaluate user needs and system functionality and ensure that ICT facilities meet these needs
- Ensure the integrity and continual operation of the IT systems and network
- Ensure the continual functioning of mission-critical operations
- Ensure security and privacy of the information and communication systems
- Ensure all back-up and disaster recovery procedures and plans
- Ensure proper tracking of IT equipment inventory, audit the systems, and assess their outcome

- Responsible for the ordering, acquisition, inventorying, and disposition of hardware and software
- Ensures smooth running of all ICT systems, including anti-virus software, print services, and email provision
- Respond to, manage, and resolve complex technical hardware or software problems
- Maintains the organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information technologies
- Verifies application results by conducting system audits of technologies implemented.
- Preserves assets by implementing disaster recovery and back-up procedures and information security and control structures
- Maintains quality service by establishing and enforcing organization standards
- Perform any other task as assigned by the authority.

Qualification, Experience, and other requirements:

- Applicants must have a Master's Degree in Computer Science/Computer Engineering/Information Technology or any other related subjects.
- Certification on CCNA/MCSE/RHCSA/ITIL/PRINCE2/PMP/CISA/COBIT5 is preferable.
- Minimum ten (10) years of hands-on experience is required in ICT management
- Sound knowledge of cloud-based infrastructure design and implementation.
- Working knowledge of System Administration on Windows and Linux platforms.
- Strong knowledge of Microsoft Office 365, including SharePoint, strongly preferred.
- Technical Management, Technical Understanding, Analyzing Information, Staffing, Problem Solving, Developing Budgets, Coordination, Strategic Planning, and Quality Management.
- Experienced in users' help desk services, IT support, LAN administration, Computer Hardware & Software troubleshooting.
- Solid understanding of VPN, TCP/IP, Routing, Switching, Virtualization, Firewall, Cloud Computing and Big data technology.
- Solid knowledge on ICT vulnerabilities, anti-hacking, IT safeguarding, IT service management, IT risk assessment, ICT Compliance, etc.
- Experience in the anti-corruption movement will be added advantages.
- 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 to apply.
- The successful candidate should possess excellent managerial and project management skills
- Applicants must have excellent communication skill (both oral and written, in Bangla and English), good interpersonal skill.



Position Title: Deputy Coordinator – IT (Level – L3, Gross Salary 1,13000.00)

Reportable To: Coordinator – IT

Location: Dhaka Office

Job Statement:

This position is responsible to manage and maintain the entire ICT infrastructure of TIB including Data Center, Email System, Intranet and Cloud environment. S/he should have sound knowledge on big data technologies, cloud server administration, network and system administration & virtualization, Active Directory and Disaster recovery services, ICT risk assessment and service management.

TIB is inviting applications from Bangladeshi nationals for the position of Deputy Coordinator – IT, to be recruited initially for the period up to December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for PACTA (Participatory Action against Corruption: Towards Transparency and Accountability), the new core project, and will remain reportable to the Coordinator – IT.

Job highlights:

As a member of the IT unit, the **Deputy Coordinator – IT** will be responsible for the following tasks:

- Plan, implement, support and monitor system automation.
- Develop a comprehensive ICT plan that will address risk management and contingency.
- Contribute to prepare annual IT plan & budget, guidelines, IT relevant documents and provide orientation on IT systems to new staff.
- Manage and maintain "Microsoft Office 365" suite including outlook, OneDrive, SharePoint, Yammer, etc.
- Manage and maintain "Enterprise level Cloud Computing Environment" to run cloud-based application and ERP.
- Maintain data center (DC-DR based) and the entire IT infrastructure including servers, workstations, networking switches, wireless devices, routers and firewalls, network attached storage (NAS), LAN and other IT resources.
- Manage network related services including Active Directory, DNS, DHCP, Mail (SMTP & POP), Squid (Proxy), HTTP, FTP, printing, data share, remote access, VMWARE, etc.
- Provide appropriate support to system and network security to protect against unauthorized access and keep existing system up to date.
- Ensure regular data backup & disaster recovery process and manage crisis situations which may involve complex technical issues on hardware or software.
- Provide appropriate desk's IT support and advice to end users.
- Install and configure servers and workstations as and when required.
- Configure and troubleshooting of hardware, software, and networking components.
- Travel as needed or requested to field offices to help address IT related service or support.
- Perform any other task as assigned by the authority.

Qualification, Experience and other requirements:

- Applicants must have a Master's Degree in Computer Science/Computer Engineering/Information Technology or any other related subjects.
- Certification on CCNA/MCSE/RHCSA/ITIL/PRINCE2 is preferable.
- Minimum eight (08) years of hands-on experience is required for ICT management.
- Sound knowledge on cloud-based infrastructure design and implementation.
- The successful candidate should be adept in implementing (coding) as well as should be a good manager.
- Working knowledge of System Administration on Windows and Linux platform.
- Experienced in users' help desk services, LAN administration, Computer Hardware & Software troubleshooting.
- Deep understanding on TCP/IP, Routing, Switching, Virtualization, Firewall, Cloud Computing and Big data.
- Solid knowledge on ICT vulnerabilities, anti-hacking, IT safeguarding, IT service management, IT risk assessment, etc.
- Experience in anti-corruption movement will be added advantages.
- 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 to apply.
- Applicants must have excellent communication skill (both oral and written, in Bangla and English), good interpersonal skill.

Position Title: Deputy Coordinator-MIS (Level – L3, Gross Salary 1,13000.00)

Location: Dhaka Office

TIB is inviting applications from Bangladeshi nationals for the position of Deputy Coordinator – Management Information System (MIS), to be recruited initially for the period up to December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB’s core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for PACTA (Participatory Action against Corruption: Towards Transparency and Accountability), the new core project, and will remain reportable to the **Coordinator – Knowledge Management and Learning**. S/he will do the following:

- Coordinate, analyse, design, implement, and administer MIS solutions.
- Develop plans for formulating a comprehensive and fully customized in-house MIS software system to ensure a highly efficient and effective source of information and knowledge.
- Facilitate the development of different software for effective monitoring & evaluation of the work of Civic Engagement, Finance & Accounts, Human Resources, and other divisions/units of TIB as appropriate and help in updating/enhancing existing software.
- Design and develop end-to-end Web based solutions with heavy focus on application and data.
- Work on complex and varied Data Sources including tasks such as, collecting, parsing, managing, analyzing, and visualizing exceptionally large datasets.
- Assist in the development of the strategic framework, designing the flow of information/knowledge for programmatic and management functions of TIB and put them into practice including the provision for regular real-time delivery of analytical reports.
- Work in close collaboration with the various units and divisions of the organisation in the head office and 45 field offices outside Dhaka.
- Ensure a dynamic dataflow and regular updates of organisational information and knowledge for effective implementation of planned activities.
- Carry out regular checks, develop, and lead on maintaining accurate, easily accessible, and high-quality data and information for relevant stakeholders at all times.
- Design and assist the delivery of a user-friendly data flow and reporting system including necessary format, tools and guidelines for various units and divisions.
- Prepare technical documentation and training materials for developing software and databases.
- Support project team and different stakeholders in understanding and utilising relevant technological tools, platforms, systems, and solutions.
- Provide pre and post ‘go-live’ technical support to the project team, field staff and relevant users.
- Conduct technical training for users and provide implementation support for the applications developed.
- Ensure the accuracy, consistency and security of the MIS database, and an effective process of quality control and data protection legislation.
- Be a proactive and effective team member working flexibly and efficiently towards the achievements of Data and Information Service targets thereby contributing to the overall strategic targets; and
- Perform any other relevant tasks as may be assigned by the organisation.

Educational qualifications, experience, and other skills:

The applicant must have--

- Applicants must have a master's degree in Computer Science/ Computer Engineering/ Information Technology or any other related subjects.
- Those with a third Division/Class or below CGPS 2.5 on a scale of 4 or 3 on a scale of 5 at any stage of his/her academic life need not to apply.
- At least 6 years of relevant work experience related to MIS in an organisation having at least 250 staff and a network of dozens of field/branch offices;
- Proficiency in collecting and analysing qualitative and quantitative data relevant to project implementation in the field of governance and/or development.
- Experience in software development and software project management.
- Solid understanding of business workflows and processes as well as business analytics.
- Sound knowledge of Software Development Life Cycle (SDLC).
- The successful candidate should be good at understanding, designing, and preparing business workflows and analytics
- Demonstrated capacity and experiences in developing Web Applications.
- Experience in ERP software solutions and mobile applications would be an added advantage.
- Sound understanding and experience of working on ICT solutions for large and complex information systems.
- Understanding of building high performance, scalable systems and Client-Server, Multi-tier Application architecture solutions.
- Excellent analytical and problem-solving skills; robust programming skills; strong training and facilitation skills.
- In-depth knowledge of popular database technologies, in particular Oracle / SQL Server / MySQL Database.
- Excellent skills of communication, both oral and written, in Bangla and English.
- Strong computer knowledge and word processing skills in both Bangla and English.
- Although the position is Dhaka-based, the selected candidate must be prepared to undertake frequent field visits, and to participate in various audits/monitoring events at the field level. S/he must be comfortable working with people of diverse age-groups and from various social, economic, and professional backgrounds.



Position Title: Deputy Coordinator – App and Software Development (Level – L 3, Gross Salary 1,13,000.00)

Reportable To: Coordinator – IT

Location: Dhaka Office

Job Statement:

This position is responsible for designing, modifying, and developing the App and Software for the large-scale database management systems of Transparency International Bangladesh (TIB) to implement and smooth operation of data-intensive software applications on the cloud platforms. S/he should have knowledge on big data technologies and has experience in developing mobile applications for both iOS and Android platforms.

TIB is inviting applications from Bangladeshi nationals for the position of Deputy Coordinator – App and Software Development, to be recruited initially for the period up to December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for PACTA (Participatory Action against Corruption: Towards Transparency and Accountability), the new core project, and will remain reportable to the Coordinator – IT.

Job highlights:

As a member of the IT unit, the **Deputy Coordinator – App and Software Development** will be responsible for the following tasks:

- Determine and identify high-level functional and technical requirements on the basis of interactions with the user community and knowledge of enterprise architecture.
- Design architectures, including the software, hardware and communications, to support the total requirements, as well as to provide for present and future cross-functional requirements and interfaces.
- Interact with project management to plan project schedules and technical direction.
- Provide quality assurance review and the evaluation of existing and new software products.
- Develop high-level system design diagrams for program design, coding, testing, debugging and documentation.
- Perform and supervise coding, testing, debugging of software application when and if required.
- Develop and implement moderate to complex web applications on one or more platforms.
- Completes applications development by coordinating requirements, schedules, and activities; contributing to team meetings; troubleshooting development and production problems across multiple environments and operating platforms.
- Integrate applications by designing database architecture and server scripting, studying and establishing connectivity with network systems, search engines, and information servers.
- Collaborate on the design of mobile applications and features
- Identify problems and solve the same by understanding and defining it logically, fixing bugs, providing solutions and improving the current systems.
- Understand and analyze client requirements and converting the same into applications that can be implemented.
- Support and provide guidance to junior team member for application development and maintenance.
- Support users by developing documentation and assistance tools.
- Perform any other task as assigned by the authority.

Qualification, Experience, and other requirements:

- Applicants must have a Master's Degree in Computer Science/Computer Engineering/Information Technology or any other related subjects.
- Professional certification in Database development and Administration is preferable.
- Minimum eight (08) years of hands-on experience is required in App and Software development.
- Understand emerging web and mobile development models.
- Experienced with all ancillary technologies necessary for Internet applications: HTTP, TCP/IP, POP/SMTP, etc.
- Experienced with High scalability projects involving cloud-based infrastructure design and implementation.
- Working knowledge of object-oriented design and development skills.
- Deep understanding of distributed data model.
- Solid understanding of the Software as a Service (SaaS) model in the online environment.
- Knowledge on Hadoop, Kafka, SQL, NewSQL, NoSQL, VoltDB, etc.
- Experience required to work in Big data related software application on cloud platform.
- Solid knowledge on HTML, CSS, Java, Spring, XML, REST, NoSQL Database (MongoDB, Cassandra), Distributed System, RDBMS, ePub3, MVC frameworks, Design Patterns, Javascript, JQuery, GWT, JSON.
- Must have good experience and sound knowledge in .NET framework, C#, etc.
- Good understanding of JavaScript concepts with common frameworks like JQuery, AJAX, AngularJs, Angular etc.
- Knowledge on Entity Framework or other ORM.
- Understanding of software engineering design, development methodologies. In-depth knowledge in software tools and design techniques in line with leading new technologies.
- Excellent Mobile development knowledge with Flutter, React Native, Swift, Java, Kotlin, or similar mobile framework. Excellent JS knowledge, including ReactJS, ES6 and/or Flow/TypeScript and Bootstrap or similar UI framework.
- Required knowledge on *nix Bash, Bug tracking, CSS preprocessing (such as Sass), Amazon Web Services (AWS), Google Cloud Platform (GCP), Firebase, Dev-ops Tools (Git, SVN, npm, Grunt/Gulp, Bower, etc.), Software development methodologies (Agile, Scrum, Waterfall, etc.).
- Experience as an applications programmer on large-scale data base management systems.
- Experienced on writing SQL queries for SQL Server or another Relational Database is required.
- Knowledge of computer equipment and ability to develop complex software to satisfy design objectives.
- The successful candidate should have appropriate Application development or DBA certification.
- Experience in anti-corruption movement will be added advantages.
- 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 to apply.
- Applicants must have excellent communication skill (both oral and written, in Bangla and English), good interpersonal skill.



Position Title: Assistant Coordinator – Web service and Front-end Software Development

(Level – L 3.2, Grade – 1, Gross Salary 86,810.00)

Reportable To: Deputy Coordinator – App and Software Development

Location: Dhaka Office

Job Statement:

This position is responsible for designing, modifying, and developing the App and Software for the large-scale database management systems of Transparency International Bangladesh (TIB) to implement and smooth operation of data-intensive software applications on the cloud platforms. S/he should have knowledge on big data technologies and has experience in developing mobile applications for both iOS and Android platforms.

TIB is inviting applications from Bangladeshi nationals for the position of Assistant Coordinator – Web service and Front-end Software Development, to be recruited initially for the period up to December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for PACTA (Participatory Action against Corruption: Towards Transparency and Accountability), the new core project, and will remain reportable to the Deputy Coordinator – App and Software Development.

Job highlights:

As a member of the IT unit, the **Assistant Coordinator – Web service and Front-end Software Development** will be responsible for the following tasks:

- Design and develop user interfaces to Internet/intranet applications by setting expectations and features priorities throughout development life cycle; determining design methodologies and tool sets; completing programming using languages and software products; designing and conducting tests.
- Integrate applications by designing database architecture and server scripting, studying and establishing connectivity with network systems, search engines, and information servers.
- Create multimedia applications by using authoring tools.
- Support users by developing documentation and assistance tools.
- Identify problems and solve the same by understanding and defining it logically, fixing bugs, providing solutions and improving the current systems.
- Understand and analyze client requirements and converting the same into applications that can be implemented.
- Perform any other task as assigned by the authority.

Qualification, Experience, and other requirements:

- Applicants must have Bachelor Degree in Computer Science/Computer Engineering/Information Technology or any other related subjects.
- Minimum five (05) years of hands-on experience is required for front-end application development.
- Excellent Mobile development knowledge with Flutter, React Native, Swift, Java, Kotlin, or similar mobile framework. Excellent JS knowledge, including ReactJS, ES6 and/or Flow/TypeScript and Bootstrap or similar UI framework.
- Experience with web services technologies; including REST, AJAX, and JSON.
- Experience with enterprise architecture, systems design, database management systems, and emerging web technologies.

- Experience working with relational RBDMS (Oracle, MariaDB, PostgreSQL, etc.) and NoSQL (Firebase, MongoDB, CouchDB, DynamoDB, etc.).
- Strong JS experience with proficient understanding of SPA frameworks/libraries such as React + Redux, Angular, VueJS, etc.
- Useful back-end knowledge about Java/JSP, .NET, Rails, Python, etc.
- Understanding of Docker, Vagrant, Kubernetes, etc.
- Solid understanding of jQuery, *nix Bash, Bug tracking, CSS preprocessing (such as Sass), Amazon Web Services (AWS), Google Cloud Platform (GCP), Firebase, Dev-ops Tools (Git, SVN, npm, Grunt/Gulp, Bower, etc.), Software development methodologies (Agile, Scrum, Waterfall, etc.).
- Photoshop experience also a plus.
- Experience in anti-corruption movement will be added advantages.
- 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 to apply.
- The successful candidate should be an excellent web developer.
- Applicants must have excellent communication skill (both oral and written, in Bangla and English), good interpersonal skill.

Position Title: Assistant Coordinator – IT (Level – L 3.2, Grade – 1, Gross Salary 86,810.00)

Reportable To: Deputy Coordinator – IT

Location: Dhaka Office

Job Statement:

This position is responsible to maintain and provide proper IT support to entire ICT infrastructure of TIB. S/he should have sound knowledge on big data technologies, cloud computing and server administration, network and system administration & virtualization, Active Directory and Disaster recovery services.

TIB is inviting applications from Bangladeshi nationals for the position of Assistant Coordinator – IT, to be recruited initially for the period up to December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for PACTA (Participatory Action against Corruption: Towards Transparency and Accountability), the new core project, and will remain reportable to the Deputy Coordinator – IT.

Job highlights:

As a member of the IT unit, the **Assistant Coordinator – IT** will be responsible for the following tasks:

- Provide adequate support to run and smooth operation of Cloud based applications and ERP.
- Maintain the entire IT infrastructure including servers, Virtual machines, workstations, networking switches, wireless devices, routers and firewalls, network attached storage (NAS), LAN and other IT resources.
- Maintain network related services including Active Directory, DNS, DHCP, Mail (SMTP, POP, IMAP), Squid (Proxy), HTTP, FTP, printing, data share, remote access, etc.
- Maintain system and network security to protect against unauthorized access and keep existing system up to date.
- Maintain regular data backup & disaster recovery process and manage crisis situations which may involve complex technical issues on hardware or software.
- Provide proper IT support to user's desk, events and to run large scale of application software for finance and human resource (HR) department like ACCPAC, Tally, Asset and PF management software, HRIS and proximity system software
- provide appropriate desk's IT support and advice to end users.
- Install and configure servers and workstations as and when required.
- Maintain and troubleshoot hardware and software.
- Contribute to preparing IT plan, guidelines, budget, and procurement.
- Maintain and store IT equipment & accessories.
- Travel as needed or requested to field offices to help address IT related service or support.
- Perform any other task as assigned by the authority.

Qualification, Experience, and other requirements:

- Applicants must have Bachelor Degree in Computer Science/Computer Engineering/Information Technology or any other related subjects.
- Certification on CCNA/MCSE/RHCSA is preferable.
- Minimum five (05) years of hands-on experience is required for ICT management.
- Sound knowledge on cloud-based infrastructure design and implementation.
- Working knowledge of System Administration on Windows and Linux platform.

- Experienced in users' help desk services, LAN administration, Computer Hardware & Software troubleshooting.
- Deep understanding on TCP/IP, Routing, Switching, Virtualization, Firewall, Cloud Computing and Big data.
- Knowledge on ICT vulnerabilities, anti-hacking, IT safeguarding, etc.
- Experience in anti-corruption movement will be added advantages.
- 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 to apply.
- The successful candidate should have expertise in scripting, network and server administration, and cloud platforms.
- Applicants must have excellent communication skill (both oral and written, in Bangla and English), good interpersonal skill.

Position Title: Assistant Coordinator – Database Maintenance
(Level – L 3.2, Grade – 1, Gross Salary 86,810.00)

Reportable To: Deputy Coordinator – App and Software Development

Location: Dhaka Office

Job Statement:

This position is responsible for designing, modifying, and developing the App and Software for the large-scale database management systems of Transparency International Bangladesh (TIB) to implement and smooth operation of data-intensive software applications on the cloud platforms. S/he should be fluent in big data technologies and has deep experience in implementation of complex distributed computing environments which ingest, process, and surface hundreds of terabytes of data from dozens of sources, in near real time, for analysis by data scientists and other stakeholders.

TIB is inviting applications from Bangladeshi nationals for the position of Assistant Coordinator – Database Maintenance, to be recruited initially for the period up to December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB’s core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for PACTA (Participatory Action against Corruption: Towards Transparency and Accountability), the new core project, and will remain reportable to the Deputy Coordinator – App and Software Development.

Job highlights:

As a member of the IT unit, the **Assistant Coordinator – Database Maintenance** will be responsible for the following tasks:

- Installation, administration, and monitoring, tuning, optimizing, governing Large Scale of Database management system.
- Design, implement and successful execution of new components of Big Data Eco System.
- Integrate external data sources to the existing system.
- Integrate machine learning models on real-time data stream.
- Owns one or more key components of the infrastructure and works to continually improve it, identifying gaps and improving the platform’s quality, robustness, maintainability, and speed.
- Interacts with team members to ensure that the solution should meet the stakeholder requirements in terms of functionality, performance, availability, scalability, and reliability.
- Explore and integrate new big data technologies and software engineering tools into current infrastructures
- Optimize database systems for performance and reliability.
- Perform database maintenance and troubleshooting activities.
- Test database systems and perform bug fixes.
- Provide database solutions based on technical documents and business requirements.
- Develop database functions, scripts, stored procedures and triggers to support application development.
- Provide technical assistance to resolve all database issues related to performance, capacity, and access.
- Ensure data integrity, quality and security in database systems.
- Maintain standard policies for database development activities.
- Identify and rectify database errors in a timely manner.
- Create physical and logical database models as per the business requirements.

- Manage and monitor performance, capacity, and security of database systems.
- Prepare documentations regarding database design, configuration, and change management tasks.
- Perform data back-up and archival on regular basis.
- Informing end users of changes in databases and train them to utilize systems
- Works directly with stakeholder to understand and support their use cases
- Perform any other task as assigned by the authority.

Qualification, Experience, and other requirements:

- Applicants must have Bachelor Degree in Computer Science/Computer Engineering/Information Technology or any other related subjects.
- Professional certification in Database development and Administration is highly preferred.
- Minimum five (05) years of hands-on experience is required for maintaining large scale database system.
- Hands-on implementation experience required on working with Hadoop, Kafka, SQL, NewSQL, NoSQL, VoltDB, etc.
- Should have sound knowledge on SQL, RDBMS, and Big data.
- Experience required to work on cloud platform.
- Knowledge required of professional software engineering best practices for the full software development life cycle, including coding standards, code reviews, source control management, build processes, testing, and operations.
- Experience participating in an Agile software development team.
- Experience designing, documenting, and defending designs for key components in large, distributed computing systems
- Experience in anti-corruption movement will be added advantages.
- 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 to apply.
- The successful candidate should be a master of database development and administration.
- Applicants must have excellent communication skill (both oral and written, in Bangla and English), good interpersonal skill.



**Coordinator-Finance & Administration (One position - based in Dhaka)
Level – L 2, Gross Salary 136,500.00**

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Coordinator-Finance & Administration**, to be recruited initially for the period upto December 2021, and subsequently for additional five years' subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project. This position is reportable to the Director (Finance and Administration).

Job highlights:

As a senior member of Finance & Administration Division, Coordinator - Finance & Administration will:

- Take the overall responsibility to implement financial and administrative functions of project implementation in the Dhaka Office and field offices in accord with relevant organizational policies and rules, and ensure regular review and updating of the same as and when needed including proper documentation;
- Ensure compliance with organizational financial management policy and relevant Government laws and regulations and maintain transparency and accountability in financial operations;
- Act as administrator of Accounting Software, Provident Fund (PF), Gratuity and Asset software;
- Ensure compliance with procurement policy for procurement of goods and services and coordinate vendor enlistment and management;
- Oversee functions of processing and checking bills and vouchers, maintaining cashbooks, ledgers, records of receipt of fund, bank transactions, grants record and the bank-book in hard and electronic versions;
- Ensure preparation of annual budget and monitoring it periodically, review expenditures and suggest corrective measures, undertake budget revision from time to time as per requirement;
- Ensure preparation of periodical financial statements and reports for the Board of Trustees, NGO Affairs Bureau/Government, NBR, development partners, and other relevant stakeholders;
- Ensure preparation of necessary documents for NGOAB for renewal of registration, project approval, fund clearance, budget revision, audit and annual report;

- Ensure submission of financial reports to Transparency International-Secretariat within the stipulated time;
- Ensure publication of financial reports on TIB website, on IATI website and in TIB Annual Reports;
- Ensure compliance with Income Tax and VAT regulations, especially in terms of salary & benefits as well as procurement, supplies, services and all other transactions having implications of taxes, duties, VAT and other regulatory obligations;
- Coordinate effective operation of staff provident fund and gratuity fund as per relevant rules;
- Coordinate and strengthen the financial management system and capacity of the 45 field offices, ensure fund flow for field operations, review budgets & expenditure, facilitate trainings and orientations on financial matters, among other things, for the field staff/volunteers;
- Participate at various stages of the project cycle and coordinate with other divisions - Civic Engagement, Outreach & Communication, and Research & Policy for achieving the project objectives;
- Represent the organization in stakeholder meetings/platforms as and when relevant and necessary;
- Coordinate regular/periodic internal and external audits of both the organization and projects it implements;
- Manage office infrastructure, regular administration and management, vehicle and other logistical support to programmatic divisions/units, manage staff health and life insurance schemes, assets and safeguard thereof; and
- Perform any other tasks assigned by the organization.

Educational qualification, experience and other skills:

- Master's degree in, Accounting, Finance, Business, Business Administration and other related subjects; Professional degree such as FCA/FCMA will be given preference;
- At least 8 years of work experience in Finance and Administration, of which at least 5 years in managerial capacity in the relevant field in a renowned national/international organization;
- 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 public examination need not to apply;
- Proven experience of efficiently discharging overall responsibility of implementing financial and administrative functions of donor-funded projects having simultaneous operations in central and multiple field locations;
- Credible record of being effectively in charge of compliance with organizational financial management and administrative policies as well as relevant Government laws and regulations;
- Experience should be relevant to finance, accounting and administration operations, particularly with proven record of independently managing finance, accounts and administration of an organization with more than 20 field/branch offices;
- Excellent communication and interpersonal skills, in both Bangla and English; teamwork & leadership qualities;

- Proven knowledge and hands-on experience of compliance of relevant Government Rules and Regulations as well as International Financial Reporting Standards. Knowledge and experience of work on multiple donor-funded large non-governmental sector projects are necessary;
- Sound computer skills, especially competencies in IT-based accounting methods including ERP software operation; good word processing skills in both Bangla and English, good command on the use of spreadsheet (Excel) and MS Power Point; and
- Experience of working in organizations in the field of governance/anti-corruption shall be considered as an added advantage.



Deputy Coordinator - Administration (One position- based in Dhaka)
Level – L 3, Gross Salary 113,000.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Deputy Coordinator - Administration**, to be recruited initially for the period upto December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project. This position is reportable to the Coordinator - Finance & Administration.

Job highlights:

As a member of Finance & Administration Division, Deputy Coordinator - Administration will:

- Lead, supervise and monitor administrative functions related to implementation of the project; ensure effective teamwork, regular mentoring, counselling of administrative staff;
- Contribute to the development of administrative policies and procedures for Dhaka Office and field offices and ensure compliance with the same;
- Assign tasks and duties to office support staff, and supervise and monitor their delivery to ensure maximum efficiency;
- Ensure logistical support for all divisions and create efficient and effective use and internal controls on the use of office equipment's;
- Accomplish lease agreements and service contracts with lessors, vendors, service providers and other relevant external organizations and individuals involved in project implementation;
- Ensure effective and efficient transport support and coordinate the hiring and use of vehicles;
- Review and approve office supply requisitions and monitor and oversee office supplies inventory;
- Ensure logistical support including venue, equipment, supplies and refreshments for different internal and external activities like meetings, training, seminars, and workshops, etc;
- Prepare, analyze, negotiate and review contracts, if applicable, related to purchasing materials, food, supplies, products, or services as per relevant policies and rules;
- Provide necessary support to staff for international travel and visa as well as local travel;
- Arrange suitable accommodation for local and foreign guests as per requirement;

- Ensure that conference/meeting rooms are equipped for use and allocate/reallocate according to requirements;
- Ensure that proper postal/courier systems are arranged for timely delivery of materials to the field offices and other relevant destinations;
- Oversee management of internet facilities and telecommunications including stable services of phones and faxes;
- Maintain and safeguard organizational records;
- Ensure that security systems in office premises are in place; monitor them and ensure their regular maintenance and upgrading, as applicable; and
- Perform any other tasks assigned by the organization.

Educational qualification, experience and other skills:

- Master's degree, preferably in Business, Business Administration, Public Administration, and other related subjects; Candidates with relevant professional degree/s will be given preference;
- At least 6 years of work experience in Administration, of which at least 3 years in supervisory capacity in the relevant field in a renowned national/international organization;
- 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 public examination need not to apply;
- Proven experience of leading, supervising and monitoring administrative functions of donor-funded project implementation;
- Efficient management skills including inspirational teamwork, task assignment and task-delivery tracking;
- Experience in infrastructure, logistics, supplies and services management;
- Applicants must have excellent interpersonal and excellent communication skills both oral and written, in Bangla and English;
- Applicants must have sound computer skills, especially competency in ERP software operation, good word processing skills in both Bangla and English, good command on the use of spreadsheet (Excel) and MS Power Point; and
- Experience of working in organizations in the field of governance/anti-corruption shall be considered as an added advantage.



Deputy Coordinator – Finance & Accounts (Field Office Support)
(Three positions - based in Dhaka)
Level – L 3, Gross Salary 113,000.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi nationals for the position of **Deputy Coordinator - Finance & Accounts (Field Office Support)**, to be recruited initially for the period upto December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project. This position is reportable to the Coordinator - Finance & Administration.

Job highlights:

As a member of Finance & Administration Division, Deputy Coordinator-Finance & Accounts (Field Office Support) will:

- Act as the frontline controller of Financial and Administrative activities of Field Offices. Manage disbursement/expenses for field offices remotely and enter into the ERP (accounting system);
- Accumulate the expenditure of field offices on the ERP/Apps and link to the payment system and maintain relevant documents;
- Provide guidance to Field Offices and play a vital role in preparation of budgets for field offices - yearly/half yearly, budgetary control and budget realignment, as necessary;
- Ensure that expenditures are incurred in line with budgets during programme implementation;
- Ensure availability of adequate fund in the bank A/Cs of Field Offices. Initiate fund requisition to maintain fund flow in Field Offices as required for delivery of programme;
- Ensure that Field Offices comply VAT and Tax regulations;
- Review and ensure the accuracy of monthly financial statements of Field Offices and record expenditure/payments in appropriate budget/account heads into the ERP system;
- Provide guidance to ensure field office petty cash, cheque book, registers, financial and administrative documents, furniture & equipment etc. are safeguarded;
- Assist in the review of financial and administrative management policies, manuals and suggest management to update the same as and when necessary;

- Keep Field Offices updated on Financial & Administrative policies, procedures. Instruct Field Offices on Financial & Administrative issues through email/office memo etc. Clarify Field Offices relevant policies and procedures as and when required;
- Keep Field Offices under regular monitoring through visit and surveillance of financial and administrative activities. provide guidance to Field Office Staff and enhance their capacity on financial and administrative management issues through attending cluster meeting and arranging training/orientation/workshop etc.;
- Spend adequate time (at/around 50%) at Field Offices to ensure compliance of relevant policies and procedures; and maintain liaison with concerned divisions/units of the organisation to ensure financial and administrative support to field offices;
- Assist Internal/External Auditors or Reviewers and make documents available for their review. Answer queries of reviewers and provide response on Audit/Review observations. Taken action to implement recommendations of management against audit/review observations; and
- Perform any other tasks assigned by the organization.

Educational qualifications, experience and other skills:

- Master's degree in, Accounting, Finance, Business, Business Administration and other related subjects; Professional degree such as ACA/ACMA will be given preference;
- At least 6 years of work experience in Finance and Accounts of which at least 3 years in supervisory capacity in the relevant field in a renowned national/international organization;
- 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 public examination need not to apply;
- Proven experience of leading, supervising and monitoring Finance and Accounts functions of donor-funded project implementation;
- Efficient management skills including inspirational teamwork, task assignment and task-delivery tracking;
- Applicants must have excellent interpersonal and excellent communication skills both oral and written, in Bangla and English;
- Proven knowledge and hands-on experience of compliance of relevant Government Rules and Regulations as well as International Financial Reporting Standards;
- Sound computer skills, especially competencies in IT-based accounting methods including ERP software operation; good word processing skills in both Bangla and English, good command on the use of spreadsheet (Excel) and MS Power Point; and
- Experience of working in organizations in the field of governance/anti-corruption shall be considered as an added advantage.



Deputy Coordinator – Finance & Accounts (Payroll & Reporting)
(One position- based in Dhaka)
Level – L 3, Gross Salary 113,000.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi nationals for the position of **Deputy Coordinator - Finance & Accounts (Payroll & Reporting)**, to be recruited initially for the period upto December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project. This position is reportable to the Coordinator - Finance & Administration.

Job highlights:

As a member of the Finance & Administration Division, Deputy Coordinator - Finance & Accounts (Payroll & Reporting) will:

- Act as focal person in maintaining Payroll module of ERP System and generate statements from the system and ensure management approval in a timely manner;
- Act as key person in preparation of salary statement for all staff and others connected to this facility, generate monthly pay slip for staff; create necessary provisions of contributory Provident fund (PF), Gratuity Fund (GF) and End of Service Benefits. Ensure deductions- such as personal use of vehicle/motorcycle, PF loan and other deductions, as applicable;
- Oversee compliance of NGOAB Regulations, effective operation and management of Provident Fund, Gratuity Fund, Staff Welfare Fund, Accounting of Capital & Non-Capital Assets of project etc.;
- Lead, supervise and monitor other than core Project Accounts and liaison to the related government offices, and Assets & staff benefits funds management related activities; ensure effective teamwork, regular mentoring, counselling of two Assistant Coordinator – Finance & Accounts;
- Ensure calculation and deduction of advance income tax for all staff;
- Process and calculate final payment of outgoing staff;
- Issue salary certificates and coordinate the preparation and submission of annual tax returns for staff. Prepare and submit tax-related statements to concerned tax authorities (i) monthly tax deduction statement, (ii) yearly tax deduction statement etc. (as per IT Ordinance);

- Act as key person in preparation of consolidated organizational annual financial statements, and periodical financial statements of project for the NGO Affairs Bureau/Government, NBR, development partners, and other relevant stakeholders and provide related information and clarifications;
- Prepare financial reports and fund requests for donors – on a quarterly/half-yearly/yearly basis and other reports as per donors requirements;
- Ensure compliance of relevant policies and procedures of TIB, Government Regulations, Financial Reporting Standards etc.;
- Facilitate internal and external audit and provide relevant documents as per requirements of auditors. Take appropriate measures to implement recommendations of auditors as well as TIB Management;
- Maintain communication with bank officials regarding Investment of Provident Fund, Gratuity Fund and Staff Welfare Fund etc.;
- Assist to update salary matrix in each year after declaration of Cost of Living Adjustment (COLA);
- Ensure preparation of monthly bills for internet and cell phone usage and submit bills for payment;
- Assist in maintaining grants agreements and related documents and keep all relevant records in a systematic way. Ensure safe custody of financial records; and
- Perform any other tasks assigned by the organization.

Educational qualification, experience other skills:

- Master's degree in, Accounting, Finance, Business, Business Administration and other related subjects; Professional degree such as ACA/ACMA will be given preference;
- At least 6 years of work experience in Finance and Accounts of which at least 3 years in supervisory capacity in the relevant field in a renowned national/international organization;
- 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 public examination need not to apply;
- Proven experience of leading, supervising and monitoring Finance and Accounts functions of donor-funded project implementation;
- Efficient management skills including inspirational teamwork, task assignment and task-delivery tracking;
- Applicants must have excellent interpersonal and excellent communication skills both oral and written, in Bangla and English;
- Proven knowledge and hands-on experience of compliance of relevant Government Rules and Regulations as well as International Financial Reporting Standards;
- Sound computer skills, especially competencies in IT-based accounting methods including ERP software operation; good word processing skills in both Bangla and English, good command on the use of spreadsheet (Excel) and MS Power Point; and
- Experience of working in organizations in the field of governance/anti-corruption shall be considered as an added advantage.



Deputy Coordinator – Finance & Accounts (Treasury Operation)
(One position - based in Dhaka)
Level – L 3, Gross Salary 113,000.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi nationals for the position of **Deputy Coordinator - Finance & Accounts (Treasury Operation)**, to be recruited initially for the period upto December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project. This position is reportable to the Coordinator - Finance & Administration.

Job highlights:

As a member of Finance & Administration Division, Deputy Coordinator - Finance & Accounts (Treasury Operation) will:

- Act as the key person for organizational banking operation, maintain online banking, ensure adequate security of online banking by regular monitoring and maintaining close contact with bank officials;
- Play a vital role in design and set-up of organisational database in the ERP system; prepare/revise Financial Reporting Template; prepare additional Chart of Accounts; facilitate the closing of the Accounting Year in the ERP system; maintaining Fiscal Calendar in the ERP system; check balance of ledger accounts including payables and advances, and adjustments where applicable;
- Contribute to the development of Operations and Management policies and procedures and ensure compliance with the same;
- Lead, supervise and monitor treasury operations related to implementation of the project; ensure effective teamwork, regular mentoring, counselling of two Assistant Coordinator – Finance & Accounts (Treasury Operation);
- Maintain bank account signatories including addition and cancellation of signatories of bank accounts of the organization;
- Ensure safe custody of cash in safe and cheque book, registers, vouchers and other relevant documents;
- Facilitate the receipt of project grants in organisation's Mother Bank A/C by submitting Form-C and other relevant documents to the bank;

- Ensure entering grants and other bank receipts into ERP system and maintain Donation Book and prepare donation related statements;
- Ensure availability of funds in operation accounts by processing internal fund transfer from one bank account to other bank account;
- Transfer funds to Field Offices' bank accounts as per fund transfer requests;
- Process third party payment/s; review process documents, clearance for payment, collection all required documents related to bills and ensure compliance of relevant policies and procedures before payment;
- Ensure preparation of voucher by recording expenditures under appropriate budget heads/accounts in the ERP (accounting) system, taking approval in vouchers from appropriate authority;
- Ensure transfer of salary and other allowances/reimbursements to staff bank accounts as per salary transfer/reimbursement request;
- Ensure TDS and VDS by deducting Tax and VAT in applicable cases and issuing TDS and VDS certificates to vendors/service providers;
- Monthly TDS and VAT and withholding tax returns statement preparation and submission to the concerned tax offices;
- Deal with Tax & VAT matters of the organisation including facilitation of organizational Tax/VAT return submissions and attending hearings at Tax Circles/Zones etc.;
- Act as focal person for preparation of budget and revised budget for the organisation, on-going projects and new opportunities;
- Analyze monthly annual budget vs expenditure reports for monitoring the rate of budget utilization as well as budgetary control; keep track of the annual/revised budgets and suggest revision/control of expenditure as and when required;
- Preparation of monthly Financial Reports from the ERP system; prepare Financial Statements for the Board of Trustees meetings in each quarter, and for the Annual General Meeting;
- Provide financial statements to programme divisions on a monthly basis/ as well as and when required;
- Act as key person in publishing Chapter Financial Risk Assessment (C-FRA) Report on Transparency International-Secretariat website; respond queries of Transparency International-Secretariat on C-FRA Report;
- Act as key person in publishing Financial Data on International Aid Transparency Initiative (IATI) website. Prepare updated data files (in XML format) on a quarterly basis and facilitate publishing the updated data files on TIB website as well as on IATI website. Maintain liaison with IATI Authority and keep him/her updated on IATI standards;
- Assist internal and external audits and other review teams and prepare necessary schedules and statements as required;
- Respond to audit findings/observations and take necessary measures as suggested by auditors and management; and
- Perform any other tasks assigned by the organization.

Educational qualification, experience and other skills:

- Master's degree in, Accounting, Finance, Business, Business Administration and other related subjects; Professional degree such as ACA/ACMA will be given preference;

- At least 6 years of work experience in Finance and Accounts of which at least 3 years in supervisory capacity in the relevant field in a renowned national/international organization;
- 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 public examination need not to apply;
- Proven experience of leading, supervising and monitoring Finance and Accounts functions of donor-funded project implementation;
- Efficient management skills including inspirational teamwork, task assignment and task-delivery tracking;
- Applicants must have excellent interpersonal and excellent communication skills both oral and written, in Bangla and English;
- Proven knowledge and hands-on experience of compliance of relevant Government Rules and Regulations as well as International Financial Reporting Standards;
- Sound computer skills, especially competencies in IT-based accounting methods including ERP software operation; good word processing skills in both Bangla and English, good command on the use of spreadsheet (Excel) and MS Power Point; and
- Experience of working in organizations in the field of governance/anti-corruption shall be considered as an added advantage.



Deputy Coordinator – Procurement (One position - based in Dhaka)
Level – L 3, Gross Salary 113,000.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi nationals for the position of **Deputy Coordinator – Procurement**, to be recruited initially for the period upto December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project. This position is reportable to the Coordinator - Finance & Administration.

Job highlights:

As a member of the Finance & Administration Division, the Deputy Coordinator-Procurement will:

- Act as focal person to process procurement and ensure compliance with procurement policy and procedures. Ensure procurement process is followed completely in all sort of procurement. Procure different project materials, office supplies, workshop supplies/materials for Dhaka and Field Offices;
- Lead, supervise and monitor procurement related to implementation of the project; ensure effective teamwork, regular mentoring, counselling of Assistant Coordinator – Procurement;
- Initiate and follow-up procurement process in terms of purchase requisitions, tender/quotation procedures, order processing, collecting quotations and other purchasing activities, invoicing and delivery of goods to requestors. Also takes care of clear communications about delivery lead times and replies to any other inquiries of requestors;
- Act as Member Secretary of Procurement Committee, convene procurement meetings. Prepare comparative statements/bid summaries and/or note for record in applicable cases; negotiate with vendors/service providers for quality of goods and services at reasonable price and present proposals for approval from relevant authority in the organization;
- Ensure compliance of Tax and VAT regulations in terms of procurement;
- Development of RFQ for procurement of goods and services at the time of procurement through tendering;
- Prepare and Issue work order to the selected vendor (s):

- Ensure receipt of goods/services as per Work Order/contract. Provide recommendation for processing payment. Ensure that invoice along with all relevant supporting documents are submitted to Treasury Unit for processing payment;
- Ensure that Frame Work Agreement (FWA) is prepared with applicable vendors. Oversee the entire process is completed in a compliant way in timely manner;
- Ensure safe custody of procurement process documents. Develop and maintain a systematic way of document preservation and made available to auditors and or reviewers;
- Facilitate enlistment of vendors/service providers, arrange orientation/briefing meeting for the vendors/service providers as and when necessary;
- Maintain a database of regular vendors/service providers, potential vendors/service providers. Keep updated information of vendors/service providers to ensure procurement of regular and new items within procurement lead time and even on emergency basis;
- Assist Internal/External Auditors or Reviewers and make documents available for their review. Answer queries of reviewers and provide response on Audit/Review observations. Taken action to implement recommendations of management against audit/review observations; and
- Perform any other tasks assigned by the organization.

Educational qualification, experience and other skills:

- Master's degree, preferably in Business, Business Administration, Public Administration, and other related subjects; Candidates with professional degree such Diploma/Master's in Procurement & Supply Chain Management will be given preference;
- At least 6 years of work experience in Procurement/Administration, of which at least 3 years in supervisory capacity in the relevant field in a renowned national/international organization;
- 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 public examination need not to apply;
- Proven experience of leading, supervising and monitoring procurement functions of donor-funded project implementation;
- Efficient management skills including inspirational teamwork, task assignment and task-delivery tracking;
- Applicants must have knowledge about relevant Government Rules and Regulations adequate and updated knowledge on Tax and VAT;
- Applicants must have excellent interpersonal and excellent communication skills both oral and written, in Bangla and English;
- Applicants must have sound computer skills, especially competency in ERP software operation, good word processing skills in both Bangla and English, good command on the use of spreadsheet (Excel) and MS Power Point; and
- Experience of working in organizations in the field of governance/anti-corruption shall be considered as an added advantage.



**Assistant Coordinator - Administration (Logistics) (One position - based in Dhaka).
Level – L 3.2, Grade – 2, Gross Salary 72,000.00**

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Assistant Coordinator - Administration (Logistics)**, to be recruited initially for the period upto December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project. This position is reportable to the Deputy Coordinator – Administration.

Job highlights:

As a member of Finance & Administration Division, Assistant Coordinator-Administration (Logistics) will:

- Ensure/assist logistical support including venue, equipment, supplies and refreshments for different internal and external activities like meetings, training, seminars, and workshops, etc;
- Coordinate/assist with divisions/units to provide logistical and transport support;
- Initiate and monitor repair and maintenance of office building, furniture and equipment;
- Communicate with vendor (s) and collect quotations for repair and maintenance work and select vendor/s;
- Collect invoice and other relevant papers from vendor (s) after completion of task, review, attach all required documents along with the invoices and process for payment;
- Handle postal/courier systems are arranged for timely delivery of materials to the field offices and other relevant destinations;
- Ensure/handle staff insurance for hospitalization, group insurance, insurance for motorcycle, Cash in Transit, Fidelity Guarantee, and Cash in safe;
- Arrange overseas insurance and issue NOCs to individual staff members for overseas travel;
- Support to staff for overseas travel in terms of flight reservations, process visa applications and air-ticket purchase. Similarly, support domestic for travel as well;
- Monitor and ensure that proper cleanliness/hygiene of the office is maintained properly;
- Oversee and supervise the work of support staff and cleaners; and
- Perform any other tasks assigned by the organization.

Educational qualification, experience and other skills:

- Master's degree, preferably in Business, Business Administration, Public Administration, and other related subjects; Candidates with relevant professional degree/s will be given preference;
- At least 4 years of work experience in Administration/Logistics services in a renowned national/international organization;
- 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 public examination need not to apply;
- Proven experience of handling and monitoring administrative functions of donor-funded project implementation;
- Applicants should have skills on inspirational teamwork, task assignment and task-delivery tracking;
- Applicants must have excellent interpersonal and excellent communication skills both oral and written, in Bangla and English;
- Applicants must have sound computer skills, especially competency in ERP software operation, good word processing skills in both Bangla and English, good command on the use of spreadsheet (Excel) and MS Power Point; and
- Experience of working in organizations in the field of governance/anti-corruption shall be considered as an added advantage.



Assistant Coordinator – Finance & Accounts (Assets and Staff benefits funds management)
(One position- based in Dhaka)
Level – L 3.2, Grade – 2, Gross Salary 72,000.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Assistant Coordinator – Finance & Accounts (Assets and Staff benefits funds management)**, to be recruited initially for the period upto December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project. This is reportable to the Deputy Coordinator - Finance & Accounts.

Job highlights:

As a member of Finance & Administration Division, Assistant Coordinator – Finance & Accounts (Assets and Staff benefits funds management) will:

- Act as focal person in maintaining staff compensation and benefits accounting - Provident Fund (PF), Gratuity Fund (GF). Process PF loan applications for staff and ensure recovery from monthly salary;
- Process final settlement of PF and GF of outgoing staff;
- Make monthly provisions of PF and GF and maintain record in PF and GF Modules of ERP system. Reconcile PF and GF receivable and payable from all projects. Ensure collection of PF and GF receivables from project accounts;
- Analyze investment opportunities, identify and propose potential financial institutions to earn maximum interest with minimum risk;
- Act as secretary of TIB-PF Trustee Board and TIB-GF Trustee Board. Ensure regular meetings of TIB-PF Trustee Board and TIB-GF Trustee Board are held; Draft meeting minutes and circulate to all staff after finalization;
- Prepare monthly PF/GF and periodical financial statements for members and facilitate internal and external auditors;
- Coordinate and liaison maintain with Tax commissioner/ NBR for any approval, changes or revision of Trust deed and Trust rules regarding PF or GF;
- Act as focal person of maintaining Fixed Assets Records. Maintain Fixed Assets Module in ERP system. Collect asset details from the system & other sources, classify and verify data and enter into the ERP System;

- Record depreciation of assets in the Fixed Assets Module of ERP System. Record movement of assets in the Fixed Assets Module of ERP System;
- Record relevant transactions in ERP system and ensure management approval in a time manner;
- Initiate the process of periodical physical verification of Fixed Assets;
- Ensure coverage of loss/reduction of loss due to incidents through taking appropriate insurance policy for Fixed Assets;
- Initiate and prepare disposable assets list as and when required;
- Assist in preparation of monthly bills for cell phone and internet usage etc. Assist in calculation of overtime payment for service staff;
- Ensure compliance of relevant policies and procedures of TIB, donors, and Financial Reporting Standards etc. Suggest management for revision/formulation of policies/procedures for effective management of PF, GF and Fixed Assets;
- Keep all relevant records in a systematic way. Ensure safe custody of financial records; and
- Perform any other tasks assigned by the organization.

Educational qualification, experience and other skills:

- Master's degree in, Accounting, Finance, Business, Business Administration and other related subjects; Professional degree such as, CA or CMA part qualified will be given preference;
- At least 4 years of work experience in Finance and Accounts in a renowned national/international organization;
- 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 public examination need not to apply;
- Proven experience of handling and monitoring Finance and Accounts functions of donor-funded project implementation;
- Applicants should have skills on inspirational teamwork, task assignment and task-delivery tracking;
- Applicants must have excellent interpersonal and excellent communication skills both oral and written, in Bangla and English;
- Proven knowledge and hands-on experience of compliance of relevant Government Rules and Regulations as well as International Financial Reporting Standards;
- Sound computer skills, especially competencies in IT-based accounting methods including ERP software operation; good word processing skills in both Bangla and English, good command on the use of spreadsheet (Excel) and MS Power Point; and
- Experience of working in organizations in the field of governance/anti-corruption shall be considered as an added advantage.



Assistant Coordinator – Finance & Accounts (Project Accounts and Government affairs liaison)
(One position- based in Dhaka)
Level – L 3.2, Grade – 2, Gross Salary 72,000.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Assistant Coordinator – Finance & Accounts (Project Accounts and Government affairs liaison)**, to be recruited initially for the period upto December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project. This is reportable to the Deputy Coordinator - Finance & Accounts.

Job highlights:

As a member of Finance & Administration Division, Assistant Coordinator - Finance & Accounts (Project Accounts and Government affairs liaison) will:

- Act as focal person in maintaining communication and liaison with NGO Affairs Bureau (NGOAB) and ensuring compliance of NGOAB Regulations;
- Prepare and submit different FD forms (FD-1, FD-6, FD-2, FD-3, FD-9, FC-1, etc.) and necessary documents for NGOAB for project approval, fund clearance, budget revision, international travels and renewal of organizational registration;
- Prepare VAT & Tax reports/statements as per NGOAB and NBR requirements. Submit reports/explanations to the NGO Affairs Bureau as and when required;
- Maintain communication and liaison with all field offices to collect DC/UNO certificates regarding project implementation in concerned district/s. Submit DC/UNO certificate to NGOAB within stipulated time;
- Act as focal person in maintaining accounts of other than core projects;
- Record relevant transactions in ERP system and ensure management approval in a time manner;
- Prepare monthly Bank Reconciliation Statements of all bank accounts. Suggest corrective measures regarding accounting records as and when required;
- Assist in the preparation of process documents for internal and external auditor/s and provide clarification as when necessary;
- Ensure the submission of insurance claim requests by staff or dependent family members and send all documents along with claim notice to the insurance company;
- Assist in the preparation of payroll, periodical and annual financial statement of the project and organization, FD-4 reports as per ToR of NGO Affairs Bureau;

- Keep all relevant records in a systematic way. Ensure safe custody of financial records;
- Ensure compliance of relevant policies and procedures of TIB, Government Regulations, Financial Reporting Standards etc.; and
- Perform any other tasks assigned by the organization.

Educational qualification, experience other skills:

- Master's degree in, Accounting, Finance, Business, Business Administration and other related subjects; Professional degree such as, CA or CMA part qualified will be given preference;
- At least 4 years of work experience in Finance and Accounts in a renowned national/international organization;
- 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 public examination need not to apply;
- Proven experience of handling and monitoring Finance and Accounts functions of donor-funded project implementation;
- Applicants should have skills on inspirational teamwork, task assignment and task-delivery tracking;
- Applicants must have excellent interpersonal and excellent communication skills both oral and written, in Bangla and English;
- Proven knowledge and hands-on experience of compliance of relevant Government Rules and Regulations as well as International Financial Reporting Standards;
- Sound computer skills, especially competencies in IT-based accounting methods including ERP software operation; good word processing skills in both Bangla and English, good command on the use of spreadsheet (Excel) and MS Power Point; and
- Experience of working in organizations in the field of governance/anti-corruption shall be considered as an added advantage.



**Assistant Coordinator – Finance & Accounts (Treasury Operation)
(Two Positions - based in Dhaka)**

Level – L 3.2, Grade – 1, Gross Salary 86,810.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Assistant Coordinator - Finance & Accounts (Treasury Operation)**, to be recruited initially for the period upto December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project. This is reportable to the Deputy Coordinator - Finance & Accounts.

Job highlights:

As a member of the Finance & Administration Division, the Assistant Coordinator - Finance & Accounts (Treasury Operation) will:

- Act as a focal person to receive vendor/service providers' bills, travel advances, travel reimbursements, petty bills and payment request of allowances/remunerations to short terms staff;
- Review bills/payment request, and check to ensure in compliance with policies and procedures;
- Process payments by online transfer/cheques/cash and take approval in vouchers and other relevant documents from appropriate authority;
- Record expenditures/payments under appropriate budget heads/accounts in the ERP (accounting) system;
- Deliver cheques to vendors/service providers, collect receipts of acknowledgement in applicable cases;
- Handle petty cash and prepare cash payment voucher on the ERP system and process payments;
- Maintain daily petty cash holding limit and prepare petty cash reports with balance denomination at the end of each day;
- Receive cash/cheques from staff and from other relevant sources. Deposit cash/cheques to bank accounts and record bank or cash receipt in the ERP system;
- Deduct VAT and Tax at applicable rates and deposit to Govt. Treasury within the stipulated time;

- Maintain Tax/VAT registers and Tax/VAT challan for vendors/service providers/staff, etc., and provide challan copies and certificates to vendors/service providers;
- Arrange foreign currency for foreign travel of staff, reimburse foreign travel expense to staff and process of claim of foreign travel costs reimbursement from the organizers/sponsors in applicable cases;
- Prepare Advance Schedule and Payable Schedule at the end of each month, take steps to adjust advance within the stipulated time;
- Preserve vouchers in a systematic way and maintain an efficient filing system for ensuring Completeness, Accuracy and Compliance;
- Assist internal and external audit teams and other reviewers in conducting audits and reviews, especially by providing vouchers, answering queries etc., and implement recommendations of auditors and other reviewers; and
- Perform any other tasks assigned by the organization.

Educational qualification, experience and other skills:

- Master's degree in, Accounting, Finance, Business, Business Administration and other related subjects; Professional degree such as, CA or CMA part qualified will be given preference;
- At least 4 years of work experience in Finance and Accounts in a renowned national/international organization;
- 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 public examination need not to apply;
- Proven experience of handling and monitoring Finance and Accounts functions of donor-funded project implementation;
- Applicants should have skills on inspirational teamwork, task assignment and task-delivery tracking;
- Applicants must have excellent interpersonal and excellent communication skills both oral and written, in Bangla and English;
- Proven knowledge and hands-on experience of compliance of relevant Government Rules and Regulations as well as International Financial Reporting Standards;
- Sound computer skills, especially competencies in IT-based accounting methods including ERP software operation; good word processing skills in both Bangla and English, good command on the use of spreadsheet (Excel) and MS Power Point; and
- Experience of working in organizations in the field of governance/anti-corruption shall be considered as an added advantage.



**Assistant Coordinator – Procurement (One position- based in Dhaka)
Level – L 3.2, Grade – 1, Gross Salary 86810.00**

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Assistant Coordinator – Procurement**, to be recruited initially for the period upto December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project. This is reportable to the Deputy Coordinator – Procurement.

Job highlights:

As a member of Finance & Administration Division, Assistant Coordinator-Procurement will:

- Facilitate procurement of Goods and Services and ensure that the work/product meets the requirements and/or standards of the concerned programme/ division and follow up on the total process;
- Assist in the enlistment of vendors/service providers and provide orientations to them on TIB's procurement process as and when necessary;
- Act as a team member in the finalization of Frame Work Agreement (FWA) with selected vendors;
- Receive Purchase Requisition (PR). Explore vendor/service provider within enlisted/non-enlisted vendors/service providers to issue Request For Quotation (RFQ) or to issue Work Order;
- Assist in the development of RFQ for procurement of goods and services at the time of procurement through open tendering;
- Comply with Tax and VAT regulations relevant to procurement;
- Organize procurement meetings and prepare meeting minutes;
- Negotiate with vendors/service providers for quality goods and service at a reasonable price as and when required;
- Prepare note for record in applicable cases to select vendor/service provider;
- Issue Work Order/initiate contract with vendors/service providers. Ensure timely receipt of goods/service and deliver goods to concerned programme staff. Receive invoices from vendors/service providers. Accumulate relevant documents with invoice and submit to the Treasury Unit for payment;

- Maintain relevant registers and keep procurement process documents in a systematic way and in safe custody;
- Provide documents to Internal and External Auditors/Reviewers for their review. Provide clarifications as and when required; and
- Any other tasks assigned by the organization.

Educational qualification, experience and other skills:

- Master's degree, preferably in Business, Business Administration, Public Administration, and other related subjects; Candidates with professional degree such Diploma/Master's in Procurement & Supply Chain Management will be given preference;
- At least 4 years of work experience in Procurement/Administration in a renowned national/international organization;
- 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 public examination need not to apply;
- Proven experience of performing, leading, and monitoring procurement functions of donor-funded project implementation;
- Applicants should have skills on inspirational teamwork, task assignment and task-delivery tracking;
- Applicants must have knowledge about relevant Government Rules and Regulations adequate and updated knowledge on Tax and VAT;
- Applicants must have excellent interpersonal and excellent communication skills both oral and written, in Bangla and English;
- Applicants must have sound computer skills, especially competency in ERP software operation, good word processing skills in both Bangla and English, good command on the use of spreadsheet (Excel) and MS Power Point; and
- Experience of working in organizations in the field of governance/anti-corruption shall be considered as an added advantage.



**Assistant Coordinator-Administration (Front office and Logistics)
(2 Positions - based in Dhaka).**

Level – L 3.2, Grade – 2, Gross Salary 72,000.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Assistant Coordinator - Administration (Front office and Logistics)**, to be recruited initially for the period upto December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project. This is reportable to the Deputy Coordinator – Administration.

Job Highlights:

As a member of Finance & Administration Division, Assistant Coordinator-Administration (Front office and Logistics) will:

- Handle front desk operations and manage incoming and outgoing calls through the PABX system efficiently;
- Attending visitors with a good gesture and approach at the front desk and maintain visitors' record;
- Maintain different registers for documenting outgoing and incoming correspondence;
- Handle postal/courier systems are arranged for timely delivery of materials to the field offices and other relevant destinations;
- Ensure that the store has sufficient stocks of relevant materials, ensure quality control of materials, and minimize wastage;
- Distribute and release requisitioned stuff and maintain proper documentation of receipt and delivery to staff;
- Periodically/regularly undertakes physical verification and reconciliation of all types of store/stock and inventory;
- Prepare monthly reports according to inventory flow and submit to authority for approval;
- Maintain a contacts database containing name, phone number, mailing address, etc., related to the organization and update regularly;
- Prepare and distribute ID Cards to staff, core actors and other stakeholders and maintain a database for this;
- Prepare official memos/ notes for record in Bangla/English as necessary; and
- Perform any other tasks assigned by the organization.

Educational qualification, experience and other skills:

- Master's degree, preferably in Business, Business Administration, Public Administration, and other related subjects; Candidates with relevant professional degree/s will be given preference;
- At least 4 years of work experience in Administration/logistics including front office services in a renowned national/international organization;
- 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 public examination need not to apply;
- Proven experience of handling and monitoring front office/administrative functions of donor-funded project implementation;
- Applicants should have skills on inspirational teamwork, task assignment and task-delivery tracking;
- Applicants must have excellent interpersonal and excellent communication skills both oral and written, in Bangla and English;
- Applicants must have sound computer skills, especially competency in ERP software operation, good word processing skills in both Bangla and English, good command on the use of spreadsheet (Excel) and MS Power Point; and
- Experience of working in organizations in the field of governance/anti-corruption shall be considered as an added advantage.



**Assistant Coordinator- Human Resources and Organizational development (Training)
01 position based in Dhaka
Level – L 3.2, Grade – 1, Gross Salary - 86,810.00**

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Assistant Coordinator- HR&OD (Training)** to be recruited initially for the period up to December 2021, and subsequently for additional five years' subject to due completion of the necessary approval processes. This position is reportable to the Deputy Coordinator- Human Resources and Organizational Development (Training). Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project.

Job description:

- Contribute to develop training modules, manuals, guidelines, schedules including learning materials;
- Support to develop and deliver online training course;
- Assist to plan and conduct orientations, trainings, workshops with various stakeholders including staffs and volunteers at local and national level;
- Assist to conduct training needs assessment to identify skills or knowledge gaps that need to be addressed;
- Provide hands-on training sessions on data collection using App;
- Prepare event budget;
- Ensure provision of logistics and administrative support in organizing orientation/training/ workshop;
- Assist to prepare & maintain training calendar, database and documentation;
- Contribute to evaluate the effectiveness of the training programs;
- Perform any other task as assigned by the management.

Educational qualification, experience and other skills:

- Must have a Masters or equivalent degree in a Social Science subject with relevance to governance and development;

- Candidates with a 3rd Division/Class or a CGPA of less than 2.5 on a scale of 4 and 3 on a scale of 5 at any stage of academic life need not apply;
- Candidates with diploma and/or other courses relevant to conducting training will have advantage;
- At least 4 years of work experience in organization development/training in a renowned national/international organization;
- Knowledge about online training course, governance issues, social mobilization, youth movement and right to information will be preferred;
- Should have good communication, presentation and report writing skills both in Bengali & English;
- Sound computer skills that include good word processing skills both in Bangla and English, good command on the use of MS Word, Excel, PowerPoint, etc.;
- Preparedness to undertake frequent field travel
- Experience in an anti-corruption organization will be an added advantage.

Assistant Coordinator- Human Resources and Organizational Development

(01 position based in Dhaka)

Level: L 3.2, Grade – 1, Gross Salary: 86,810.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Assistant Coordinator- Human Resources and Organizational Development**, to be recruited initially for the period up to December 2021, and subsequently for additional five years' subject to due completion of the necessary approval processes. This position is reportable to the Deputy Coordinator- Human Resources and Organizational Development. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project.

Job description:

- Maintain & update personnel files of staff in close collaboration with Deputy Coordinator of HROD;
- Maintain & update HR documentation, organize files through electronic and other means of communication;
- Regular update and maintain HR database/HRIS;
- Assist with day- to-day operations of the HR functions and duties;
- Maintain daily attendance, leave status and records of staff;
- Assist in the recruitment & selection process, staff annual performance appraisal process, staff orientation, HR Audit and other HR and OD related issues; and
- Perform any other tasks as assigned by the authority.

Educational qualification, experience and other skills:

- Applicants must have a Master's degree in Management/Human Resource Management. Professional degree such as MBA/ Post Graduate degree/diploma in Human Resource Management will be given preference;
- Candidates with a 3rd Division/Class or a CGPA of less than 2.5 on a scale of 4 and 3 on a scale of 5 at any stage of academic life need not apply;
- At least 4 years of work experience in human resource management in a renowned national/international organization;
- Candidate must have excellent skills in inter-personal relationship and communication, both oral and written, in Bangla and English.
- Sound computer skills that include good word processing skills both in Bangla and English, good command on the use of MS Word, Excel, PowerPoint etc.;
- Experience in an anti-corruption organization will be an added advantage.



Coordinator- Monitoring, Evaluation and Learning – MEL
(01 position based in Dhaka)
Level: L-2, Gross salary: 1,36,500.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Coordinator- Monitoring, evaluation and Learning – MEL**, to be recruited initially for the period up to December 2021, and subsequently for additional five years' subject to due completion of the necessary approval processes. This position is reportable to the Deputy Executive Director/Executive Director. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project.

Job description:

As a senior member of the Management Support Unit, the Coordinator- **Monitoring, evaluation and Learning – MEL** will head the MEL team under the guidance of the Executive Director / Deputy Executive Director and the Executive Management Team where appropriate. S/he will be responsible for the following:

- Develop and deliver a robust and technically appropriate MEL system.
- Develop Theory of Change (ToC), Results Chain Framework (RCF), ensure alignment of MEL plan and framework with agreed outputs and outcomes for achieving project objectives:
- Provide strategic direction to team for setting standard methodology and framework to assess the quality and impact of the project.
- Conduct Data Quality Assessments (DQAs) and prepare relevant reports on regular basis.
- Play a key role in creating a feedback loop, sharing, and dissemination of learning across divisions and units and creating opportunities for continuous redesigning and readjustments of programmes/outputs in project cycle;
- Develop collaborative, learning and adapting (CLA) framework for enhancing organizational learning.
- Play a key role to conduct the baseline study, evaluations and assessment process for the project;

- Undertake frequent pilot learning review to capture the lessons learnt and other reflection sessions with staff and stakeholders;
- Guide MEL team to develop knowledge products based on project's learnings and achievements for various stakeholders and platforms (case stories, blogs, articles, briefs, etc.).
- Guide MIS staff to develop the MIS system and required tools in line with the MEL system.
- Prepare the progress reports, both consolidated for submission to management, Board, development partners, relevant government agencies and other stakeholders, in accordance with approved reporting formats.
- Analyze monitoring reports for further use such as, impact evaluation, mid-term and/or other periodic reviews and identify the causes of potential bottlenecks and risks in project implementation.
- Carry out periodic monitoring and technical support visits in project areas to assess progress against agreed MEL system and recommend remedial actions.
- Organize capacity-building activities for project staff to help implement MEL efficiently.
- Provide technical direction to programme teams including planning, design and implementation of baseline/midline and other data requirements to support programme analysis for further development using monitoring tools and instruments.

Educational qualification, experience and other skills:

- Applicants must have a Master's degree in a subject of Social Science or in any discipline related to governance and development, Economics or Statistics. Advanced training on Monitoring, Evaluation and Learning will be an advantage.
- Candidates with a 3rd Division/Class or a CGPA of less than 2.5 on a scale of 4 and 3 on a scale of 5 at any stage of academic life need not apply;
- Minimum of 8 years' experience in Monitoring and Evaluation, preferably in the non-profit sector, of which at least 5 years in a managerial capacity in the relevant field in a position in renowned national/international organizations. MEL experience on governance sector and citizens' engagement will be given preference;
- Ability to obtain, analyze and evaluate a variety of information, organize, interpret and present them in meaningful oral or written forms for varied audiences (e.g. staff, volunteers, relevant government agencies and donors) and provide solid analysis leading to sound decision-making.
- Analytical ability to integrate gender and other issues, e.g., ethnicity, poverty, within the MEL framework.

- Ability to work effectively with others, adaptable and flexible. S/he needs to be a creative self-starter with a capacity to work independently and also as an integral part of a team to deliver results.
- Ability to provide training on M&E development and implementation and facilitating learning-oriented analysis sessions of M&E data with multiple stakeholders.
- Willingness to undertake frequent field visits
- Ability to manage complexities and deliver outputs within strict deadlines;
- Sound computer skills that include good word processing skills both in Bangla and English, good command on the use of MS Word, Excel, PowerPoint, etc.;
- Experience in an anti-corruption organization will be an added advantage.



Coordinator- Human Resources and Organizational Development

(01 position - based in Dhaka)

Level – L 2, Gross Salary - 1,36,500.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Coordinator- Human Resources and Organizational Development**, to be recruited initially for the period up to December 2021, and subsequently for additional five years' subject to due completion of the necessary approval processes. This position is reportable to the Deputy Executive Director/Executive Director. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project.

Job description:

As a senior member of the Management Support Unit, the Coordinator-Human Resources and Organizational Development will head the HR & OD team under the guidance of the Executive Director / Deputy Executive Director and the Executive Management Team where appropriate. S/he will be responsible for the following:

- Develop the organizational development process and change management according to HR, OD and management strategy, policy, guidelines and manuals e.g. HR policies and procedures, including anti-sexual harassment and safe-guarding policies, under guidance from the Executive Management Team (EMT) and ensure proper implementation and dissemination of the same;
- Take necessary measures to ensure that all staff are familiar with organizational policies and they are updated on any changes in a timely and appropriate manner and ensure induction training to new staff and acquaint them with HR policies and procedures;
- Prepare Terms of Reference (ToRs) for recruitment to specific positions and arrange for public advertisements under guidance from EMT. Scrutinize/coordinate the process of scrutinizing all applications and shortlist CVs in line with requirements and specifications mentioned in the ToR / advertisement and arrange written tests and interviews for shortlisted candidates in line with prescribed standards;
- To leverage on HR communication as a tool to increase employee and organizational branding for talent attraction;

- Schedule and monitor the annual evaluation process of all staff, and assist management in completing the appraisal process of respective staff;
- Develop appropriate performance management processes under the guidance from EMT, and facilitate on-going training and coaching of supervisors in the practice of performance management;
- Systematically assess staff development needs, share findings with the EMT, and assist management to address those needs;
- Develop Organizational Development (OD) and Change management strategy and framework in consultation with the EMT;
- Coordinate/play a key role under the guidance of EMT in implementing the OD strategies (leadership, culture, structures, employee, motivation, managing change) and in bringing in innovative ideas and solutions to strengthen strategic plans;
- Handle staff recruitment & selection, transition and separation cases, disciplinary actions/ measures & employee relations, transfer, and separation based on approved standards and procedures;
- Preserve and update personnel files and maintain confidentiality as appropriate;
- Ensure that staff leave & attendance are monitored properly and that adequate back up of the data is preserved;
- Serve as a link between management and staff by handling questions, interpreting and administering contracts and helping resolve work-related issues/problems/relevant grievance management; and
- Any other tasks assigned by the management.

Educational qualification, experience and other skills:

- Applicants must have a Master's degree in Management/Human Resource Management. Professional degree such as MBA/ Post Graduate Diploma in Human Resource Management will be given preference;
- Candidates with a 3rd Division/Class or a CGPA of less than 2.5 on a scale of 4 and 3 on a scale of 5 at any stage of academic life need not apply;
- Applicants must have at least 8 years of work experience in relevant field , of which at least 5 years in managerial capacity in a renowned national/international organization;
- An ideal candidate should have knowledge on application and implementation of the HRBP concept for HR, HR Operations including HRIS and other HR related systems, Application of OD elements;
- Specialized trainings in relevant fields of HR management will be an added advantage;
- An ideal candidate should have leadership, supervision, communication and staff management capacity. Integrity, team building and attachment of high value to professionalism are some of the attributes expected in the candidate;
- Although the position is Dhaka-based, the selected candidate must be prepared to undertake field visits as and when necessary;

- S/he must be comfortable working with people of diverse age-groups with various social, economic, professional, and /or cross cultural identities.
- Sound computer skills that include good word processing skills both in Bangla and English, good command on the use of MS Word, Excel, PowerPoint etc.;
- Experience in an anti-corruption organization will be an added advantage.



Deputy Coordinator- Executive Support

(01 position based in Dhaka)

Level: L-3, Gross salary: 1,13,000.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Deputy Coordinator- Executive Support**, to be recruited initially for the period up to December 2021, and subsequently for additional five years' subject to due completion of the necessary approval processes. This position is reportable to the Deputy Executive Director/Executive Director. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project.

Job description:

- The ES shall organise and maintain the offices of the ED/DED/AEM and to that end undertake a variety of administrative tasks.
- Maintain ED, DED/AEM's diary for meetings and appointments with internal and external stakeholders;
- Organize meetings including Board meetings etc.on ED/DED/AEM's advice;
- Attend staff and other divisional meetings when required and keep notes;
- Liaison with members of the Board of Trustees and coordinate their travel, attendance and participation at Board meetings. Prepare meeting files for Board members prior to every meeting;
- Receive and screen in-coming phone calls and redirecting them to ED/DED/AEM when and as appropriate;
- Handle, scrutinize and prioritize all outgoing or incoming correspondence (e-mail, letters, courier packages etc.) addressed to the ED/DED/AEM;
- Implement new procedures and administrative systems on par with the rest of the office;
- Liaison with relevant organizations and stakeholders on behalf of ED/DED/AEM;
- Coordinate and handle travel arrangements including visa applications/appointments where necessary and related processes including travel related bills or expenses on behalf of ED/DED/AEM. This is applicable for both national and international travel;
- Handle and preserve confidential documents on the advice of ED/DED/AEM;
- Prepare write-ups and/or notes on specific issues on the advice of ED/DED/AEM;

- Maintain a high standard of confidentiality and professionalism required of an executive support professional; and
- Any other task assigned by the organisation.

Educational qualification, experience and other skills:

- Applicants must have a Master's degree in Arts, Social Science, Social Welfare, Development Studies or any other related discipline.
- Candidates with a 3rd Division/Class or a CGPA of less than 2.5 on a scale of 4 and 3 on a scale of 5 at any stage of academic life need not apply;
- At least 6 years of work experience in relevant work of which at least 3 years in a renowned national/international organization;
- Applicants must have sound communication skills, oral and written, in both English and Bangla;
- Applicants must possess negotiation and trust building skills and be able to work in a team when necessary;
- Discretion, diplomacy, intuitiveness and integrity are fundamental attributes for this position. Applicant must have the capacity to take quick but prudent decisions in response to a given situation;
- Applicants must have computer literacy and the ability to use standard software packages (e.g. Microsoft Office, Power Point) and to learn other programmes, if required;
- Applicants must be accustomed to multi-tasking when necessary;
- Sound computer skills that include good word processing skills both in Bangla and English, good command on the use of MS Word, Excel, PowerPoint, etc.;
- Experience in an anti-corruption organization will be an added advantage.



Deputy Coordinator- Internal Audit

(03 positions based in Dhaka)

Level: L-3, Gross salary: 1,13,000.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Deputy Coordinator (Manager Internal Audit)**, to be recruited initially for the period up to December 2021, and subsequently for additional five years' subject to due completion of the necessary approval processes. This position is reportable to the Deputy Executive Director/Executive Director. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project.

Job description:

- Develop and present an annual internal audit plan with reference to the risk management framework to the Audit Committee for their approval;
- Develop and maintain the Internal Audit Procedures to ensure that best practice is taken account of and that the audits address specific areas of risk management;
- Execute Internal Audit change initiative by implementing action plans related to risk assessment and annual planning, audit execution, audit reporting, audit technology and Audit Committee reporting;
- Execute individual audits of Head office and field offices outside Dhaka defined in the annual audit plan ensuring the highest level of service quality and client satisfaction and make recommendations for ensuring the highest standard of financial and project management system;
- Issue all Internal Audit Reports ensuring that reports are clear, concise, and identify root causes with practical solutions, and ultimately add value to organizational management.
- Report to the Audit Committee ensuring that the Trustees are aware of the key findings and the actions being taken to resolve any areas of concern audit findings and recommendations;
- Agree on action plan necessary to implement the audit recommendations with the Director/s of relevant department/s;
- Proactively inform senior management of significant risks or exposures related to internal controls, compliance, and/or governance requiring prompt attention;

- Contribute to the design and development of internal audit tools, audit programmes and processes;
- Provide guidance and orientation to new and related staff members to ensure risk-free and high quality financial management and internal control;
- Periodically review the accuracy, consistency, efficiency and effectiveness of the accounting and procurement process and system;
- Conduct periodic review of the progress of project implementation consistent with the annual plan and budget;
- Ensure that risk register is properly maintained and Risk Management Committee present outcome of the risk register to the Finance and Audit Committee as well as to the full Board of Trustees;
- Ensure that risk register structure is updated to make sure feedback from relevant stakeholders is taken into consideration and they are made aware of any changes and major risk areas in relation to TIB's operational and strategic management are considered;
- Perform any other relevant tasks as assigned by the authority.

Educational qualification, experience and other skills:

- Applicants must have Master's Degree in Business or Business Administration (Accounting) from a recognized university;
- Applicants should have completed at least CA course from a reputed CA firm and partly qualified for Professional Level-1/ Knowledge Level/ Certificate Level from The Institute of Chartered Accountants of Bangladesh (ICAB), Professional degree such as ACA/ACMA will be given preference;
- Candidates with a 3rd Division/Class or a CGPA of less than 2.5 on a scale of 4 and 3 on a scale of 5 at any stage of academic life need not apply;
- Applicants must have at least 6 years of work experience in a field that is directly related to Internal Audit in an organization having branch/field offices and where s/he has served a minimum 3 years in managerial capacity;
- Applicants must ideally be conversant with systems of internal control, financial management and administrative management, rapport building, teamwork and managerial skills;
- Applicants must have excellent skills in communication in Bangla and English, both oral and written;
- Applicants must have significant knowledge about Government Regulations relevant to Tax, VAT and NGOAB;
- Applicants must have sound computer literacy (MSWord, MS Excel, MS Power Point) and knowledge about software based accounting system;
- Applicants must have experience in risk appraisal and management techniques and also in the design of risk based Internal Audit programme;
- Applicants must have planning & analytical skills, practical experience in fraud investigations;
- Applicants must be proactive, co-operative and a supportive team player;
- Applicants must have the ability to work within tight deadlines;

- Applicants must have the ability to work in varying conditions with people from diverse backgrounds: The position is Dhaka based but applicants must be prepared to undertake frequent field visits;
- Sound computer skills that include good word processing skills both in Bangla and English, good command on the use of MS Word, Excel, PowerPoint, etc.;
- Experience in an anti-corruption organization will be an added advantage.



Deputy Coordinator- Monitoring, Evaluation and Learning- MEL
(02 positions based in Dhaka)
Level: L-3, Gross salary: 1,13,000.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Deputy Coordinator- Monitoring, evaluation and Learning – MEL** to be recruited initially for the period up to December 2021, and subsequently for additional five years' subject to due completion of the necessary approval processes. This position is reportable to the Coordinator-Monitoring, Evaluation and Learning. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project.

Job description:

- Coordinate and support to develop and deliver a robust and technically appropriate MEL system.
- Contribute to develop Theory of Change (ToC), Results Chain Framework (RCF), ensure alignment of MEL plan and framework with agreed outputs and outcomes for achieving project objectives:
- Assist to conduct Data Quality Assessments (DQAs) and prepare relevant reports on regular basis.
- Provide active support to disseminate the learning across divisions and units and creating opportunities for continuous redesigning and readjustments of programs/outputs in project cycle;
- Play active role to conduct the baseline study, evaluations and assessment process for the project;
- Organize frequent pilot learning review to capture the lessons learnt and other reflection sessions with staff and stakeholders;
- Develop knowledge products based on project's learnings and achievements for various stakeholders and platforms (case stories, blogs, articles, briefs, etc.);
- Extend cooperation to MIS team to develop an effective system in line with the MEL system;
- Organize capacity-building activities for project staff to help implement MEL efficiently.

- Prepare the progress reports, both consolidated for submission to management, Board, development partners, relevant government agencies and other stakeholders, in accordance with approved reporting formats.
- Analyze monitoring reports for further use such as, impact evaluation, mid-term and/or other periodic reviews and identify the causes of potential bottlenecks and risks in project implementation.
- Carry out periodic monitoring and technical support visits in project areas to assess progress against agreed MEL system and recommend remedial actions.
- Provide technical support to programme teams including planning, design and implementation of baseline/midline and other data requirements to support programme analysis for further development using monitoring tools and instruments.

Educational qualification, experience and other skills:

- Applicants must have a Master’s degree in a subject of Social Science or in any discipline related to governance and development, Economics or Statistics. Advanced training on Monitoring, Evaluation and Learning will be an advantage.
- Candidates with a 3rd Division/Class or a CGPA of less than 2.5 on a scale of 4 and 3 on a scale of 5 at any stage of academic life need not apply;
- Minimum of 06 years’ experience in the development sector, especially in monitoring evaluation & learning (MEL), preferably in the non-profit sector, of which at least 03 years spent in a mid-level position in any reputed organization. MEL experience in the governance sector will be given preference.
- Sound understanding of programme cycle management, MEL system, tools and indicator setting evidence-based monitoring and evaluation frameworks and programmes, with emphasis on participatory MEL methods and approaches.
- Knowledge in designing survey methodologies (both quantitative and qualitative), and command over data collection, processing, analysis and reporting;
- Strong analytical skills using computer-based software, MS-Office and Database Management;
- Presentation skills & ability to produce quality reports in both English and Bangla;
- Competent in organizing and facilitating MEL training, workshop, especially using participatory methods;
- Preparedness to undertake frequent field travel;
- Ability to work effectively with others, adaptable and flexible.
- Sound computer skills that include good word processing skills both in Bangla and English, good command on the use of MS Word, Excel, PowerPoint, etc.;
- Experience in an anti-corruption organization will be an added advantage.



Deputy Coordinator- Human Resources and Organizational development (Training)

01 Position based in Dhaka

Level – L 3, Gross Salary - 1,13,000.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Deputy Coordinator- HR&OD (Training)** to be recruited initially for the period up to December 2021, and subsequently for additional five years' subject to due completion of the necessary approval processes. This position is reportable to the Coordinator- Human Resources and Organizational Development. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project.

Job description:

- Identify capacity development needs of staff and stakeholders through job analysis, appraisal results and regular consultation with stakeholders and human resource;
- Design and expand training and development programmes based on the needs of the organisation and the individual staff;
- Develop training curriculum, modules, manuals, guidelines including training and learning materials align with the organization's strategic goals and in sync with training needs of staff/stakeholders;
- Manage the delivery of training and development programmes;
- Assess the 'return on investment' of any training or development programme
- Develop content and/or deliver a range of e-learning packages
- Organize and conduct trainings for stakeholders and Staffs on using Apps;
- Develop and implement effective induction programmes for new staff, interns and short term recruits.
- Develop and/or use new, effective and innovative methodologies in workplace learning.
- Produce training materials for in-house training programmes
- Monitor and review the progress of trainees and evaluate training and development programmes
- Amend and revise the contents as necessary, in order to adapt to changes occurring in the project cycle
- Prepare & maintain training calendars, database and documentation;

- Liaise closely with all divisions/units to assess the training needs of each;
- Assist in coordinating major organizational events involving different categories of stakeholders.
- Undertake any other activity assigned by the management

Qualifications, Experiences and Other Requirements:

- Applicant must have a Master's degree in a subject of Social Science or in any discipline related to governance and development.
- Candidates with a 3rd Division/Class or a CGPA of less than 2.5 on a scale of 4 and 3 on a scale of 5 at any stage of academic life need not apply;
- At least 6 years of work experience in organization development/training, of which at least 3 years in supervisory capacity in the relevant field in a renowned national/international organization;
- Experience in conducting Training of Trainers (ToT);
- Knowledge on delivering online training course;
- Knowledge on social mobilization, human rights, women's issues including safeguarding and right to information shall be considered to be an added qualification
- Should have communication and report writing skills in both in Bengali & English;
- Should possess good computer skills in office application;
- The selected candidate must be comfortable working with people of diverse age-groups and various social, economic and professional identities;
- Sound computer skills that include good word processing skills both in Bangla and English, good command on the use of MS Word, Excel, PowerPoint, etc.;
- Although the position is Dhaka-based, the selected candidate must be prepared to undertake frequent field visits;
- Experience in an anti-corruption organization will be an added advantage.



Deputy Coordinator- Human Resources and Organizational Development

(01 position based in Dhaka)

Level – L 3, Gross Salary - 1,13,000.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Deputy Coordinator- Human Resources and Organizational Development**, to be recruited initially for the period up to December 2021, and subsequently for additional five years' subject to due completion of the necessary approval processes. This position is reportable to the Coordinator- Human Resources and Organizational Development. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project.

Job description:

As a member of the Human Resources and Organizational Development Unit, the Deputy Coordinator – HR & OD will be responsible for the following:

- Contribute to the organizational development process and change management according to HR, OD and management strategy, policy, guidelines and manuals;
- Assist in planning and conducting staff recruitment processes in line with prescribed standards;
- Collaborate with IT unit and software vendor to maintain and ensure smooth operation of HR software;
- Handle staff performance appraisal process;
- Contribute to staff transition and separation processes , transfer, disciplinary actions/ measure & employee relations, HR related conflict and grievance redress, staff orientation, HR Audit and HRIS;
- Assist in the needs assessment for training and staff development to enhance the effectiveness of employee performance in achieving the goals and objectives of the organization;
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources management, talent management, and employment law; and
- Perform any other relevant tasks as assigned by the authority.

Educational qualification, experience and other skills:

- Applicants must have a Master's degree in Management/Human Resource Management. Professional degree such as MBA/ Post Graduate Diploma in Human Resource Management will be given preference;
- Candidates with a 3rd Division/Class or a CGPA of less than 2.5 on a scale of 4 and 3 on a scale of 5 at any stage of academic life need not apply;
- At least 6 years of work experience in human resource management, of which at least 3 years in supervisory capacity in the relevant field in a renowned national/international organization;
- Candidate must have excellent skills in inter-personal relationship and communication, both oral and written, in Bangla and English;
- Specialized trainings in relevant fields of HR management will be an added advantage;
- Sound computer skills that include good word processing skills both in Bangla and English, good command on the use of MS Word, Excel, PowerPoint etc.;
- Experience in an anti-corruption organization will be an added advantage.



Resource and Information Officer

(01 position based in Dhaka)

Gross salary: 39500.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Resource and Information Officer** to be recruited initially for the period up to December 2021, and subsequently for additional five years' subject to due completion of the necessary approval processes. This position is reportable to the Coordinator- Monitoring, evaluation and Learning – MEL. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project.

Job description:

As a member of the Knowledge Management and Learning Unit, the Resource and Information Officer will be responsible for the following:

- Code, classify, and catalog books, publications, films, audio-visual aids, and other reference materials based on subject matter following standard library classification systems for convenient access;
- Develop and index databases of library materials using the in library software;
- Shelving the books and other document properly by its classification number;
- Archiving TIB's research reports, annual reports, outcome reports and other relevant documents;
- Review and assess materials, using book reviews, catalogues, faculty recommendations, and current holdings to select and order print, audio-visual, and electronic resources;
- Collect and organize books, pamphlets, manuscripts, and other materials in specific fields, such as annual reports, governance and corruption related publication etc;
- Keep up-to-date records of circulation and materials, maintain inventory, and correct cataloguing errors;
- Work as "Designated Officer" for providing information as per RTI Act 2009
- Issue books and other relevant documents/materials to staff/volunteer as per requisition, maintain records of such issuance, and take necessary measures to ensure return of such books, documents/materials on time;

- Maintain updated information on possible sources of information relevant for project/programme purposes on Internet /various Websites/e-libraries; arrange for procuring information from such sources as per requirement;
- Any other task assigned by the organisation.

Educational qualification, experience and other skills:

- Applicants must have graduation in Library Science; working experience in the relevant field in a renowned national/international organization will be given preference;
- Candidates with a 3rd Division/Class or a CGPA of less than 2.5 on a scale of 4 and 3 on a scale of 5 at any stage of academic life need not apply;
- At least 2 years of work experience in relevant field in a renowned national/international organization;
- Candidate must have skills in inter-personal relationship and communication, both oral and written, in Bangla and English.
- Sound computer skills that include good word processing skills both in Bangla and English, good command on the use of MS Word, Excel, PowerPoint, etc.;
- Experience in an anti-corruption organization will be an added advantage.



Data Protection Officer

Level – L 2, Gross Salary - 1,36,500.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi nationals for the position of **Data Protection Officer**, to be recruited initially for a period up to December 2021, and subsequently for an additional five years, subject to due completion of necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for PACTA (Participatory Action against Corruption: Towards Transparency and Accountability), the new core project, and will remain reportable to the Executive/Deputy Executive Director.

Job Description

Planning and implementation of internal and external strategies for personal data or information protection:

1. Take a leading role in assessing and evaluating TIB's existing practices/policies on the collection, process and use of both manual and automated personal data or information based on the national laws of Bangladesh and international best practice such as, 'European General Data Protection Regulation'.
2. Develop personal data or information protection policies /guidelines/strategies based on the national laws of Bangladesh and international best practice referred to above, with the aim to ensure the protection of all kinds of personal data or information collected, processed and used in, amongst others, TIB's research and policy activities, civic engagement, training and capacity building, knowledge management, membership programs, and social movement building.
3. Propose/update policies/guidelines on, *inter alia*, consent of the data subject, management of sensitive personal data, data anonymisation and encryption, personal information or data protection of human resources/employees, Bring Your Own Device, Standard Contract Terms, employee contracts/appointment letter, TIB's Website Cookies management, personal data transfer to any third party, binding corporate rules, cross-border data transfer and rights of the data subject, etc.
4. Ensure the effective implementation of these strategies/guidelines/policies developed with the aim to ensure the protection of all kinds of personal data or information so collected, processed, and used.

5. Develop mechanisms to ensure the effective maintenance of records of both manual and automated personal data or information collected, used, and processed through TIB's research and policy activities, civic engagement, training and capacity building, knowledge management, membership programmes, and social movement building, etc.
6. Develop a general personal Data Protection Manual based on the national laws of Bangladesh and international best practice such as, the 'European General Data Protection Regulation' for the future use of TIB.
7. Develop special manuals on the management of SPAM and Phishing/Smishing/Vishing/Spear Phishing/Whaling, social media use, etc.
8. Regularly train TIB staff including staff employed in different adjunct research/projects about the policies/strategies/guidelines and manuals on the protection of personal data or information so developed.
9. Circulate timely emails on possible phishing attacks or cybersecurity threats.
10. Regularly assess, monitor, and oversee the data protection practices at different levels and or stages of TIB's project activities.
11. Regularly monitor international legal developments on the personal data protection and inform TIB's relevant departments suggesting directions.
12. Report on the proper implementation of policies so adopted.

Content management, and improvement of organisational policies and website:

1. Closely work with the IT security and outreach and communication team to develop a depository of personal data in TIB's custody.
2. Closely work with the IT security and outreach and communication team to ensure the secured maintenance of personal data in TIB's custody.
3. Develop/evaluate the existing privacy policy regulating TIB's website and suggest options for improvement based on national laws of Bangladesh and international best practice, as referred to above.
4. Evaluate TIB's IT security and cookies practices from personal data or information protection perspective and suggest options for improvement based on national laws of Bangladesh and international best practice as referred to above. including ISO and other relevant international standards.
5. The incumbent will be the de facto legal officer of the organisation and will be expected to brief staff members on legal issues, potential risks and liabilities, and possible courses of action in full compliance with the law of the land. S/he must also strive to minimise risks for the organization.
6. The incumbent will frequently need to write and review policies, guidelines, documents, research reports, contracts, agreements and more. This task makes up a significant portion of her/his day-to-day work and requires both focus and precision.
7. It is essential for the incumbent to regularly analyse the actions and decisions of the organisation in order to identify problem areas and gaps, suggest alternative courses of action and mitigate risk as much as possible.

Management of personal data or information in outreach and communications efforts:

8. Review all communications projects (e.g., editorial calendars, campaigns, Google AdWords, branding initiatives, etc.), including setting timelines, assign roles, facilitate meetings, and liaise with external stakeholders, as needed, and suggest best practices that will ensure personal data or information protection.
9. Advise the team that is responsible for designing, planning and managing programme and advocacy activities on possible options from personal data or information protection perspective (with logistical support from other relevant staff).
10. Advise the team that is responsible to propose and implement outreach activities with public participation, such as, roundtables, panel discussions, and joint events with partners and stakeholders on possible options from personal data or information protection perspective.

Management of personal data or information issues in Media and public information liaison:

11. Communicate with all data subjects and relevant stakeholders after the depository of personal data is developed to inform them about various personal data or information polices that have been adopted.
12. Take initiative to obtain consent from the data subjects from the depository of personal/official data for the personal/official data or information already collected before the adoption of various policies/strategies/guidelines.
13. Support the implementation of strategies to increase the capacity of the concerned stakeholders on personal data protection during various workshops, training and other programmes.
14. Provide timely strategic advice and creative solutions for dealing with privacy and sensitive personal data protection issues and stories.
15. Undertake field visits as and when necessary.
16. Develop and maintain contacts on behalf of TIB with, amongst others, policymakers and relevant government bodies such as, Digital Security Agency, National Computer Incident Response Team, NGOs, journalists, law enforcement agencies, online service providers and other stakeholders from home and abroad.
17. Function as the first post of call in responding to various queries and concerns of the data subjects and other relevant stakeholders.

Team supervision and management

18. Develop a sub-group of human resource to train TIB staff on legal and security aspects of persona data protection.
19. Manage and oversee the day-to-day operations of the Personal Data or Information Protection Team and provide support and capacity-building to staff.
20. Perform any other work assigned by the organisation.

Educational qualifications, experience, and other skills:

The applicant must have--

- A Master's degree with Honours in a relevant field- Law (with courses in Human Rights, Cyber Law, Cybercrime, and International Law) or IT/Cyber/Digital security.
- Candidates 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 public examinations need not apply.
- A minimum of 8 years' relevant experience in the legal/regulatory compliance and IT/Cyber/Digital security sectors, preferably 5 years in managerial position.
- Candidates with knowledge and experience of work in governance, regulatory and compliance work with/without Privacy/Information protection/Cybersecurity certification from reputed international certification bodies will be given preference.
- Excellent communication skills in English and Bangla, both written and verbal, and public presentation capacity with special attention to details, accuracy, audience, and basic computer knowledge and word processing skills in both Bangla and English.
- Proven track record of executing high-quality regulatory and compliance work in challenging environments.
- Ability to learn continually, think strategically, and provide leadership that is value- and vision-driven. Ability to work in a team and openness to constructive feedback, and capacity to work in coordination and collaboration with all streams of work across the organisation covered by the project.
- Strong time management skills in multi-tasking imperatives with ability to prioritise complex and at times, competing goals.
- Ability to trouble shoot and address/solve problems independently and/or jointly as appropriate.
- Commitment to contributing to a workplace environment in which diversity is valued and promoted.



Assistant Coordinator: Content writing – English (Social Media & Web)
Two positions - based in Dhaka
Level – L 3.2, Grade – 1, Gross Salary – 86,810.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Assistant Coordinator (Content writing (English) – Social Media & Web)** to be recruited initially for the period up to December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for PACTA (Participatory Action against Corruption: Towards Transparency and Accountability), the new core project, and will remain reportable to the Coordinator – Outreach and Communication.

Job Description

1. Lead refinement and optimization of organizational social media strategy across all platforms.
2. Actively engage with TIB stakeholders/ volunteers/ individual members across all social media channels.
3. Own the development of social media content calendars in partnership with other team members. Manage projects and content calendars to ensure that content is publication-ready and meets deadlines.
4. Manage postings and execution of social media contents. Effectively manage issues/questions that are raised via social media channels. Monitor trends in social media tools, applications, channels, design, and strategy.
5. Lead copy writing and editing of the E-waves, quarterly e-newsletters, and web contents.
6. Draft communications materials, including press statements, press releases/advisories, media backgrounders and FAQs and other materials.
7. Assist with photography and video content creation, planning and execution.
8. Provide support to the implementation of various outreach and communication programmes such as, youth engagement activities which includes debate, and cartoon competitions, press conferences, roundtable discussions, seminars, Investigative Journalism Awards, and trainings.
9. Monitor daily news utilising media monitoring services.
10. Maintain public relations efforts on-line; update media list and key contact person.)
11. Support in the preparation of work plans, budget, tracking of programme activity expenses, analysis, and monitoring work.
12. Provide support to administrative and logistical activities of the division.
13. Perform any other task(s) assigned by the organisation.

Educational qualifications, experience, and other skills:

This position is essentially limited to professionals whose proficiency in written English truly matches that of a well-educated native speaker.

Additionally, the applicant must have ---

- A Master's degree with Honours in Mass Communication & Journalism, Development Studies, English, International Relations, Social Sciences, or any other relevant education from a recognised university with minimum second Class/Division or equivalent CGPA in all academic records.
- A minimum of 4 years of working experience with increasing responsibilities in journalism, public affairs, communications, and related fields, specifically demonstrating capabilities to effectively write, edit and present public information on complex subjects for print and digital media.
- Excellent writing skills, including the ability to write blogs, press releases, website copy, speeches and edit and proofread reports.
- Basic computer knowledge and word processing skills.
- Knowledge and command of evolving social media platforms.
- Experience in using Graphic/web design software shall be an added advantage.
- Ability to manage multiple projects simultaneously.
- Ability to work in a team and openness to constructive feedback.
- Strong time management skills and ability to work under pressure and meet deadlines.
- Have the ability to work flexible hours, including early mornings, nights and weekends, as required to cover assignments.
- Self-motivation and orientation towards set goals, demonstrating accountability, initiative, creativity and focus in a rapidly changing and intellectually stimulating environment.
- Ability to thrive in a collaborative work environment, and to address/solve problems creatively and or jointly, as appropriate.



Coordinator – Outreach and Communication
Two positions - based in Dhaka
Level – L 2, Gross Salary - 136,500.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Coordinator – Outreach and Communication**, to be recruited initially for the period up to December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB’s core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for PACTA (Participatory Action against Corruption: Towards Transparency and Accountability), the new core project, and will remain reportable to the Director (O&C).

Job Description

Planning and implementation of internal and external strategies for communications and outreach:

1. Take a leading role in developing and implementing communication strategies that promote communication, outreach, and advocacy of TIB’s research and policy, civic engagement, training and capacity building, knowledge management, membership programs, and social movement building.
2. Improve the quality and quantity of TIB’s media and communications work, including increasing the number and quality of press releases, strengthening links with journalists, increasing the number of interviews, raising TIB’s profile in the national and international media, and publicizing products of TIB’s research, including policy papers and reports.
3. Maintain a consistent brand and voice in all TIB’s communications.
4. Work to identify media opportunities and implement media campaigns around key programs and issues.
5. Manage the data driven multi-platform content generation strategy and explore data pool and sets to generate advocacy stories for social and behavioural change.
6. Develop and maintain contacts with policy makers and government officials, NGOs, journalists, and other stakeholders and seize communication and outreach opportunities as well as navigate risks and challenges.
7. Regularly scrutinize progress and report on the effectiveness of outreach and communications activities towards proper implementation of the project.

Content development and management, and design and maintenance of organisational website, and other communications vehicles:

1. Ensure that basic internal and external communications tools are in place including continued excellence of TIB's website; managing updates, developing simple formats and consistent branding for TIB's publications; developing tools for communication and dissemination of TIB's work; designing a simple, unified electronic filing system; and managing ICT and other related service contracts to ensure effective support.
2. Draft, edit, and/or release communication materials, including media statements, newsletters, press releases, fact sheets, blog posts, briefers, social media content, toolkits, how-to guides, sector-specific primers, video production, among other collaterals.
3. Manage and support the development of all print and electronic materials, including:
 - Monthly/quarterly e-newsletters for external audience, members, partners, and other stakeholders.
 - Annual reports, success stories and other good practice documentation designed to promote TIB and its work to stakeholders and the wider audience.
 - Report templates, infographics, and other visual representations of TIB's work.
 - Marketing, development, and solicitation materials as needed.
 - Event announcements, invitations, programs, and signage.
4. Lead the generation of online content (creation and curation) that ensures TIB's online presence is dynamic, relevant and mission driven.
5. Serve as the team Point of Contact for the distribution of printed materials.

Management of outreach and communications efforts:

6. Coordinate and manage all communications projects (e.g., editorial calendars, campaigns, Google AdWords, branding initiatives, etc.), including setting timelines, assigning roles, facilitating meetings, and liaising with external stakeholders as needed.
7. Lead on design, planning and management of programme and advocacy events from a communications perspective (with logistical support from other staff).
8. Propose and implement outreach activities with public participation, such as roundtables, panel discussions, and joint events with partners and stakeholders.

Media and public information liaison:

9. Guide and supervise relevant staff on development and maintenance of media contacts and lists as well as strengthen relations and the handling of media and public relations inquiries.
10. Draft and distribute media advisories, news releases and other materials and design and organize media events, as appropriate, to promote organizational/programme activities.
11. Support the implementation of strategies to increase the capacity of the media to report on corruption, investigation techniques, including investigative journalism workshops, training and other programs.

12. Provide timely strategic advice and creative solutions for dealing with sensitive communications issues and stories.
13. Undertake field visits as and when necessary.

Team supervision and management

14. Manage and oversee the day-to-day operations of the Outreach and Communication division and provide support and capacity-building to staff to transform the unit into a system.
15. Manage staff, including recruitment, preparation of job descriptions, performance evaluation, developing operational work plans and troubleshooting as appropriate.
16. Any other work assigned by the organisation

Educational qualifications, experience, and other skills:

- Applicants must have a Master's degree with Honours in a relevant field (governance and development, journalism, broadcasting or communications, or other relevant subject).
- Candidates 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 public examinations need not apply.
- A minimum of 8 years' relevant experience in the development or media sectors, preferably both, with at least 5 years in managerial position and 2 years in editorial position.
- Candidates with knowledge and experience of work in governance and anti-corruption work will be given preference.
- Excellent communication skills in English and Bangla, both written and oral presentation capacity with special attention to details, accuracy, audience and strong news judgment, and basic computer knowledge and word processing skills in both Bangla and English.
- Proven track record of executing high-quality advocacy and communications work in challenging environment.
- Ability to understand governance, economic, social, political, environmental, and technological issues and translate them into creative narratives.
- Proficiency at generating data driven stories, infographics, and other innovative communication materials.
- Ability to develop compelling stories and deliver them in smart user-friendly formats.
- Proficiency at using and managing multiple social media platforms.
- Working knowledge of digital content generation tools and software.
- Knowledge of and ability to assess and apply technology to perform the requirements of the position; ability to effectively utilize a variety of computer software applications, which may include but are not limited to e-mail, Internet, word processing, electronic calendar, presentation development, spreadsheet, database, etc.; willingness to stay up-to-date and develop skills as needed with or without direct supervisory support.

- Ability to learn continually, think strategically, and provide leadership that is values- and vision-driven. Ability to work in a team and openness to constructive feedback, and capacity to work in coordination and collaboration with other streams of work across the organization covered by the project.
- Experience of implementing such programmes in strict budgetary constraints ensuring value for money subject to periodic review and adjustments.
- Strong time management skills in multi-tasking imperatives with ability to prioritise complex and at times competing goals.
- Ability to trouble shoot and address/solve problems independently and/or jointly as appropriate.
- Experience in maintain positive relationships with a range of local and international partners, including relevant policy and government authorities, civil society, media and other stakeholders, including those with differing agendas.
- Commitment to contributing to a workplace environment in which diversity is valued and promoted.