



Resource Integration Centre (RIC)

Vacancy Announcement



Resource Integration Centre (RIC), a national level development organization, invites applications from qualified candidates of Bangladeshi national to fill up the following positions for its **Slum-based Citizen Action Network (SCAN)** Project. The project will implement in 10 slums under Dhaka North City Corporation (DNCC) and Dhaka South City Corporation (DSCC) areas with the technical and financial supports of European Union. Duration of the project is 42 months depends on continuation of funding commitment from the donor.

S #	Name of the Position	Education, experiences & other requirements
1	Project Coordinator (1 No)	<ul style="list-style-type: none">• Post graduate degree from a reputed university• Minimum 10 years working experiences on managerial/ coordination position in National / International NGO• Proven skills to perform as a Team Leader of large project/programme• Working experiences on urban governance programme in Dhaka city will be an advantage• Working experience with the local government, especially with the DNCC, DSCC, and Dhaka WASA is highly preferable• Sound knowledge on Social Accountability tools• Willingness to travel field frequently for work
2	Monitoring, Evaluation, Accountability and Learning (MEAL) Officer (1 No)	<ul style="list-style-type: none">• Post graduate / Graduation degree from a reputed university/ institute• Skills on quality report writing, documentation in English is highly required• Proven skills in field data collection and data management, analysis, and reporting by using important computer applications is highly required• Ability to work independently in a team and the community• Minimum 5 years working experiences on Monitoring and Evaluation in National / International NGO• Willingness to travel field frequently as and when needed• Ability and willingness to drive motor cycle with valid driving license
3	Advocacy Officer (1 No)	<ul style="list-style-type: none">• Post graduate / Graduation degree from a reputed university / institute• Experiences in liaison / coordination with the Ward Councilors and DNCC, DSCC, Dhaka WASA is highly preferable• Working experiences with Civil Society Organization(CSO), slum dwellers is highly preferable• Working experiences on urban governance programme in Dhaka city will be an advantage• Proven experiences to apply/conduct various Social Accountability tools• Working experiences on WASH and waste management related activities in Dhaka city is preferable• Minimum 5 years working experiences in related fields in National / International NGO• Ability to work independently in a team and the community• Willingness to travel field frequently as and when needed• Ability and willingness to drive motor cycle with valid driving license
4	Training Officer (1 No)	<ul style="list-style-type: none">• Post graduate / Graduation degree from a reputed university / institute• Skills in developing training module, training session plan and facilitation is highly required

		<ul style="list-style-type: none"> • Ability to work independently in a team and the community • Willingness to travel field as and when needed • Minimum 5 years working experiences in related fields in National / International NGO
5	HR, Admin & Logistic Officer (1 No).	<ul style="list-style-type: none"> • Post graduate / Graduation degree from a reputed university / institute • Minimum 3 years working experiences on HRM, procurement, assets management and related fields in National / International NGO • Ability to work independently in a team and the community • Willingness to travel field frequently as and when needed • Ability and willingness to drive motor cycle with valid driving license
6	Finance Officer (1 No)	<ul style="list-style-type: none"> • Post graduate / Graduation degree from a reputed university / institute in finance / accounting. CA course complete will be an advantage • Minimum 5 years working experiences in related fields in National / International NGO • Skills in maintaining accounts related records, budget management, banking, timely reporting is required • Willingness to travel field frequently as and when needed
7	Project Officer (5 Nos)	<ul style="list-style-type: none"> • Graduation degree from a reputed institute. Post graduate degree will be an advantage • Working experiences in organizing slum dwellers in Dhaka city and facilitate group meetings, need assessment and voice raising toward their rights is required • Working experiences with Civil Society Organization (CSO) in Dhaka city is highly preferable • Experiences in liaison and coordination with the Ward Councilors and DNCC, DSCC, Dhaka WASA is highly preferable • Proven experiences to apply/conduct various Social Accountability tools • Experiences on WASH and waste management related activities with slum dwellers in Dhaka city is preferable • Minimum 3 years working experiences in related fields in National / International NGO
8	Support staff (2 Nos).	<ul style="list-style-type: none"> • Minimum Junior School Certificate or equivalent degree from reputed institute • Minimum 1 year experience on office maintenance, cleaning, office furniture-equipments maintenance is required

Note: Female candidates are highly encouraged to apply. Salary is negotiable depend on qualification and experiences. Proven working experiences on WASH and waste management related activities with slum dwellers in Dhaka city will be given priority.

Candidates meeting the above requirements are requested to send an application along with CV, two copies recent passport size photographs, copy of national ID, copies of educational & work experience certificates to **"THE DIRECTOR, RESOURCE INTEGRATION CENTRE (RIC), HOUSE # 20 (2ND FLOOR), ROAD # 11 (NEW), 32 (OLD), DHANMONDI R/A, DHAKA-1209"** BY 07/04/2018. **Detailed Job Description, Experience and other information will be available in www.chakri.com, info.ric-bd.org, www.ric-bd.org** Please mention the name of position on the top of Envelop. **Only short listed candidates will be invited for an interview.**