

Vacancy Announcement



PRIP Trust, a national Capacity Building NGO will be implementing the project titled “APARAJITA: Political Empowerment of Women”, with funding from Swiss Agency for Development and Cooperation (SDC) for a period of four years in the Districts of Sylhet, Sunamganj, Moulvibazar, Habiganj, Sherpur, Jamalpur, Rajshahi, Chapai Nawabganj, Satkhira, and Gopalganj.

The objective of this Project is to build the confidence, knowledge and capacity of Elected Women Representatives and to encourage networks of mutual support so that they can fulfill their obligations to their electorate and contribute to making local Government and local service provision more responsive, especially to the needs of women. PRIP Trust is seeking applications from the qualified candidates for the following positions to implement the above mentioned Project.

Program Officer -Governance and Capacity Building (Field Level, Position-05)

Role

Program Officer- Governance and Capacity Building is responsible for implementing the capacity building interventions of APARAJITA Project in order to build capacity and confidence of Elected Women Representatives (EWR) and to enhance understandings of the values /practices of representational politics.

Main Duties and Responsibilities:

SL. #	Duties	Specific Tasks
1.	Development of Strategy papers on capacity building interventions	<ul style="list-style-type: none"> Assist and support in developing effective governance and advocacy strategies and approaches; Track, assess and analyze the national, regional and country governance issues on regular basis; Participate in development of any other project related strategy papers;
2.	Participation of Training and capacity building intervention	<ul style="list-style-type: none"> Prepare guideline, work plan on capacity building intervention; Prepare necessary materials on advocacy, governance, communication and networking, among others; Train EWR in addressing the governance, advocacy and policy; Identify, design and facilitate other capacity building interventions targeting APARAJITA program staff; Assist in the process of developing 10 Annual Development Plan (ADP) Organize Capacity Building of NGO's Networks, Volunteers for promoting dialogue, sharing experiences; Arrange 3 days basic orientation course for the program staff members on the objectives, approaches, principles and strategies of the program and develop working structure and Model for Partnership;
3.	Documentation and Reporting	<ul style="list-style-type: none"> Participate actively in documentation of success stories and other information; Document lessons learned in the capacity building intervention; Support program reporting, peer learning on key cross cutting issues within the program, and keep abreast of changing sector knowledge and best practice; Prepare and present an annual performance report on the governance and capacity building intervention;

SL. #	Duties	Specific Tasks
4.	Participation in meetings, seminars and workshops	<ul style="list-style-type: none"> Participate in forums and meetings at national, regional and country level; Participate in periodic learning and coordination meetings; Represent the meeting and seminars on behalf of the project;
5.	Miscellaneous	<ul style="list-style-type: none"> Any other activities as per requirement of the project;

Required Qualifications and Competencies

- Educational qualification must be Master in Social Science (MSS) or relevant subject/B.A/B.S.S/B.S.C with 2 years working experience.
- Minimum 5- 7 years of working experience in NGOs or Development Sector and at least 02 years of experience in the similar position under Local Government Project.
- Ability and Willingness to work under pressure.
- Good oral and written communication skill both in English and Bangla.
- Basic computer knowledge

Salary Range

- TK 12,000-17,000/-

Other Benefits

- Yearly festival bonus, Yearly increment, other benefits as per project budgetary provision.

If you meet the above requirements, please send a complete CV along with a cover letter, all relevant certificates and two copies of recent PP size Photographs, photocopy of National ID card, name and address of two non-relative referees to the Executive Director, PRIP Trust, House#72, Road # 8/A, Dhanmondi R/A, Dhaka-1209 on or before 29th December 2011. Applicants are requested to write the name of the position applied for on the top of the envelope. Only short listed candidates will be called for interview.

Women are especially encouraged to apply.