

Job Opportunity

Closing Date: 05-03-2015

Send your hard copy of CV with a cover letter including recent photograph to:

**Manager, HRT and Admin
DORP**

36/2 East Shewrapara, Mirpur, Dhaka -1216

Please write the name of position on the envelope that you have applied

Please note that some successful candidates may need to join immediately" if you agree please keep it or take it away.

Sl No.	Position	Academic Qualification and Experience	Key Responsibilities
1	Area Managers-Resettlement: 5 Posts (Each 20 MM) Per month Basic Salary-16000.00 Tk. and other benefits	Graduate or equivalent degree with minimum 5 years' of experience in social work with resettlement projects.	<ul style="list-style-type: none">• Implement various aspects of the resettlement plan.• Coordinate and communicate with local government officers (DC) responsible for resettlement related issues.• Assist the final Resettlement Plan consultations and project GRM dissemination.• Coordinate the activities of the area organizers, the communication facilitators and other NGO activities.• Assist in the issuance of ID cards to all eligible DPs.• Maintain data and records for reporting to the central NGO office.
2	Resettlement Organizers: 16 Posts (Each 20 MM) Per month Basic Salary-14500.00 Tk. and other benefits	Diploma or equivalent with minimum of 3 years of experience in social worker especially resettlement and community mobilization	<ul style="list-style-type: none">• Establish working relationship with local community leaders; traditional leaders women's leaders, elected representative, community based organizations, NGOS and other organizations active in the area.• Assist in the final RP consultations and project GRM dissemination.• Implement/support various community consultations, public awareness programs and generally assist APs with resettlement compensation related issues in accordance with the resettlement plan.• Assist in the issuance of ID cards to all eligible DPs.
3	Livelihood Facilitator : 16 Posts (Each 24 MM) Per month Basic Salary-14500.00 Tk. and other benefits	Diploma or equivalent with minimum 3 years of experience in Social worker especially livelihood restoration programs and social worker.	<ul style="list-style-type: none">• Implement and monitor livelihood restoration program (with local/partner CBOs if any)• Implement and Monitor microfinance activities (with local/Partners CBOs if any)• Establish working relationship with local community leaders; traditional leaders, women's leaders, elected representatives, community based organization, NGOs and other organizations active in the area.• Implement/support in various community consultations, public awareness programs and generally assist APs with livelihood restoration in accordance with the resettlement plan.

Sl No.	Position	Academic Qualification and Experience	Key Responsibilities
4	<p>Community Organizers Intake and WTP areas : 6 Posts</p> <p>(Each 24 MM)</p> <p>Per month Basic Salary-10600.00 Tk. and other benefits</p>	<p>Diploma or equivalent with minimum 3 years of experience in social worker with community consultation and mobilization.</p>	<ul style="list-style-type: none"> • Establish working relationship with local community leaders; traditional leaders, women's leaders, elected representatives, community based organizations, NGOs and other organizations active in the area. • Assist the final RP consultations and project's GRM dissemination. • Implement/support various community consultations, public awareness programs and generally assist APs with public consultations and awareness in accordance with the resettlement plan. • Liaise close with the D&B contractor and monitor his work on resettlement, livelihood restoration and compensation. • Assist in the issuance of ID cards to all eligible DPs.
5	<p>Surveyors:</p> <p>26 Posts</p> <p>(Each 8 MM)</p> <p>Per month Basic Salary-10600.00 Tk. and other benefits</p>	<p>Diploma in land surveying with 3 years of experience with site and land survey</p>	<ul style="list-style-type: none"> • Conduct final census for RP updating and final DPs identification. • Conduct local surveys in support of the MDSC project surveys. • Monitor the D&B contractor for compliance with rights of way and access.
6	<p>Office Manager/Accounts : 1 post</p> <p>(Each 42 MM)</p> <p>Per month Basic Salary-14500.00 Tk. and other benefits</p>	<p>Graduate accountant with minimum 10 years of experience</p>	<ul style="list-style-type: none"> • Set up dual accrual computerized accounting system acceptable to ADB. • Update the NGO's budget and prepare annual cash flow projections. • Establish procedures for recording the NGO's expenses by category of expenditure. • Set-up NGO office and recruit appropriate staff.
7	<p>Data/Computer Operators/word processors/office assistants :</p> <p>2 Posts</p> <p>(Each 42 MM)</p> <p>Per month Basic Salary-10600.00 Tk. and other benefits</p>	<p>Diploma in IT with minimum 3 years of experience, fluent in English. Must be fully versed in Microsoft 7 or newer. Familiarity with standard ADB nomenclatures and usage a major asset.</p>	<ul style="list-style-type: none"> • Data collation and input. • Word processing of reports.