

Memo No. 05.47.4900.017.01.002.17-23

Dated: 20.04.2017

Recruitment Notice

Under the GoB-UNICEF Country Programme (2017-2020) this office is going to recruit a District LCBCE Officer. Applications are invited from candidates whose profiles match with the job description and qualifications mentioned hereunder:

1. Job Description of LCBCE Officer:

- (1) Manage children knowledge and information centre at district level and update Information/data base related to children's issues;
- (2) Support district administration in financial tracking and submission of fund requisition and utilization report using to UNICEF;
- (3) Assist in organizing meetings and events and in drafting meeting notices and informing relevant stakeholders;
- (4) Facilitate session on child issues/rights/budget and planning;
- (5) Maintain close relation with district Statistics Office for data sharing;
- (6) Regular/close communication and coordination with Member Secretary and UNICEF;
- (7) Maintain communication with concerned officials of Upazila and Union Parishad and facilitate;
- (8) Facilitate district level planning and monitoring visits;
- (9) Support in organizing promotional events and training activities in the district;
- (10) Carry out any other responsibilities as assigned by the Deputy Commissioner.

2. Duration: The tenure of the LCBCE Officer will be till end of June 2017 with possibility of extension subject to performance and availability of funds.

3. Qualifications or knowledge/experience required:

- a) **Education:** At least Bachelor degree from any recognized educational institution.
- b) **Working experience:** Minimum two years of working experience in any development fields, especially in the field of children and women development. Female candidates will get preference.
- c) **Competencies:**
 - Analytical and conceptual ability
 - Good communication skills
 - Proficiency in the use of computer and IT.
 - Good command in Bangla and English


4. Remuneration: As per programme's rules.

5. Last date of application and resume submission: 27.04.2017.

6. Interview date: 28.04.2017 **Interview Time:** At 10:00 a.m.

7. Interview Venue: At office of the undersigned.

- Application will have to send to Help Desk of DC Office, Kurigram
- Application can be also sent through e-mail to dckurigram@mopa.gov.bd
- No interview letter will be issued further. Candidate will attend the interview board directly along with all original copies of necessary papers.


20.04.17
(Khan Md. Nurul Amin)
Deputy Commissioner
Kurigram.
Phone: 058161645
e-mail: dckurigram@mopa.gov.bd