



Job Opportunity

Memo: 33.02.0000.953.35.001.21.143

Date: 07/12/2021

Community-based Climate Resilient Fisheries & Aquaculture Development in Bangladesh Project. Department of Fisheries invites Application for appointment of Contractual Staff. The consolidate salary will be provided as per Letter of Agreement (LoA) provision. The required qualifications and experiences for the services are given below:

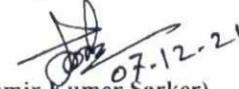
Name, Duration & No. of Position & Job Location	Educational Qualification and relevant experiences	Responsibilities
<p>Field Facilitator</p> <p>Duration: 16 Month or LoA Duration which comes earlier</p> <p>Number of post: 08 positions</p> <p>Job Location: Project Area (Khulna, Satkhira, Bagerhat, Moulvibazar, Sunamganj & Brahmanbaria)</p>	<ul style="list-style-type: none"> Higher secondary/ graduation. Priority will be given to diploma / graduation in fisheries /Zoology. 3-5 years' experience on related field work as like fisheries & environment sectors of Bangladesh, inland, coastal fish, prawn, crustaceans, other aquatic animal: Demonstrated experience in fisheries and aquaculture management at the local level; Excellent communication skills, with local government, national and international experts and local communities; Fluent in Bangla and English with basic computer literacy; Well adapted to work and integrate with rural people and their livelihood issues; Have valid motor cycle driving license and know swimming. 	<ul style="list-style-type: none"> Mobilize CBOs and select their leaders, select sites for various climate smart fisheries, aquaculture and agricultural technologies to be piloted under the project activities in coordination and guidance of the PD, NPC, concerned DFO, SUFOs and consultants. Ensure active participation of all local communities/CBOs/NGOs in related project activities. Facilitate and provide Support and assist concerned consultants and DoF Officials in implementing all project activities. Lead, manage, coordinate and implement all activities of the project, Lead field-based M&E, together with local communities, of project environmental and socio-economic impacts Oversee the preparation of participatory adaptation plans, and their implementation at Project demonstration sites; Ensure active participation of all local communities/CBOs/NGOs in related project activities. Organize, facilitate and provide fisheries and aquaculture capacity building trainings for the community. Liaise regularly with district/ upazila level DoF field officials and with PIU unit. Carry out any other activities as instructed by the PIU
<p>Accountant</p> <p>Duration: 16 Month or LoA Duration which comes earlier</p> <p>Number of post: 01</p> <p>Job Location: PIU Unit, HQ, DoF</p>	<ul style="list-style-type: none"> University degree in Accounting/ Commerce/ Business studies / or related discipline from a recognized university/ institution. 02-05 years of relevant practical experience with any foreign aided project or international development organization or reputed multinational organization. Proficient in MS Office (Word, Excel), Internet, E-mail is preferable. Excellent analytical and communication skills (written and spoken) in English and Bangla. Knowledge in general administration, personnel matters, procurement, inventory management, accounts and cash management, taxes, VAT and budgeting is essential. Adaptable to multicultural and multidisciplinary team of experts and ability to provide quality logistic support under pressure and in stressful situations including interruptions and setbacks. 	<ul style="list-style-type: none"> Assist to PD & DPD for all accounting matters (e.g., disbursements, record keeping, cash management etc) Ensure the management of the data file and the appropriate filing of the electronic and hard copies of the financial documents and reports. Prepare the monthly and periodic financial reports based on the accounting application agreed by DoF, with all necessary documentation Ensure a regular monitoring of the bank account and LoA expenditures Provide coordination and logistic support to procurements and accounts, books of accounts, auditing, payroll, etc relating to LoAs. Prepare and submit financial reports as apart of LoA Progress reports Maintain regular contacts with the designated officials both at FAO on LoA financial issues Carry out any other activities as instructed by the PIU
<p>Letter of Agreement (LoA) Associates</p> <p>Duration: 16 Month Or LoA Duration which comes earlier</p> <p>Number of Post: 01</p> <p>Job Location: PIU Unit, HQ, DoF</p>	<ul style="list-style-type: none"> University degree from a recognized university/ institution. Diploma in computer/ secretarial science would be an advantage. Relevant 3-5 years experiences of Letter of Agreement (LoA) activities with any foreign aided project or international organization or reputed organizations; Experience in UN projects and government systems will be preferred Proficient in MS Office (Word, Excel) Internet, E-mail is preferable Excellent analytical and communication skills (written and spoken) in English and Bangla. Knowledge of general administration, personnel matters, procurement, inventory management, accounts and cash management, taxes, VAT and budgeting is essential. 	<ul style="list-style-type: none"> Provide overall logistic support of secretarial, administrative works, indexing incoming & outgoing communications, visiting consultants, workshops/ meetings/ training/ scheduled missions/ tours, mailing, reception, telephone, photocopying, binding, filing, maintenance of office equipment, office cleanliness. Provide logistic support to procurements and project accounts, books of accounts, auditing, payroll, etc. Provide logistic support to inventory and records of supplies and their usage, accounts, petty cash handling/ banking, logistics maintenance, Carry out any other activities as instructed by the PIU.

Terms and Conditions:

- Applicants must write the name of the post, fathers name, mothers name, date of birth, permanent & present address with mobile number, nationality, educational qualifications & experiences. Application format is available in the Department of Fisheries website (www.fisheries.gov.bd).

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2. Applications with copy of National ID card, educational qualifications, experience, training & other certificate should be reached to the Project Director, Community-based Climate Resilient Fisheries & Aquaculture Development in Bangladesh Project, Department of Fisheries, Matshya Bhaban, Room No. 322, Dhaka-1000 during office hour (9.00 am to 5.00 pm) on or before 23 December, 2021.
3. Contractual staffs will be performing his duty for LoA period or 16 month which comes earlier.
4. The Authority reserve the right to cancel the circulation and no explanation for such action will be provided to the applicants.
5. The Authority reserve the right to accept or reject any or all applications without showing any reasons. Only short-listed candidates will be called for the next step of the selection process. No TA/DA will be provided for attending interview.

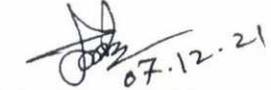

(Samir Kumer Sarker)
Project Director (A.C.)
E-mail: samir.21bau@gmail.com

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Copy forwarded for kind information and necessary action (not according to seniority):

1. PS to Honorable Minister, Ministry of Fisheries and Livestock, Bangladesh Secretariat, Dhaka (For Kind Attention of Honorable Minister).
2. PS to Secretary, Ministry of Fisheries and Livestock, Bangladesh Secretariat, Dhaka (For Kind Attention of Secretary).
3. Staff officer to Director General, Department of fisheries, Bangladesh, Matshya Bhaban, Ramna, Dhaka (For Kind Attention of Director General).
4. PO to Additional Secretary, Fisheries Planning Wing-1, Ministry of Fisheries and Livestock, Bangladesh Secretariat, Dhaka (For Kind Attention of Additional Secretary).
5. Project Manager/NPC, Community-based Climate Resilient Fisheries and Aquaculture Development in Bangladesh, FAO, Bangladesh (Request for publish this advertisement in FAOBD website).
6. Assistant Director, ICT, Department of Fisheries, Matshya Bhaban, Ramna, Dhaka. (বিকল্পটি মৎস্য অধিদপ্তরের ওয়েবসাইটে প্রকাশের জন্য অনুরোধ করা হলো)।
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Project Director (A.C.)
Community-based Climate Resilient Fisheries &
Aquaculture Development in Bangladesh Project
Department of Fisheries
Matshya Bhaban, Ramna, Dhaka.
E-mail: samir.21bau@gmail.com

Job Application Form

**Attached 1
Copy
Passport Size
Photograph**

1	Post Name:					
2	Applicants Name:	In Bangla:				
		In English (Capital Letter):				
3	NID Number:					
4	Birth Date:					
5	Mother's Name:					
6	Father's Name:					
7	Address	Present			Permanent	
8	Contract Address	Mobile/Telephone:			Email:	
9	Nationality:		10	Gendar:		
11	Religion:		12	Occupation:		
13	Educational Qualifications					
	Exam Name	Subject	Education Institution	Passing Year	Board/University	Result
14	Experience Deatails (if needed add more row):					
	SL	Organization	Position	Duration	Short Description	
15	Languages and degree of Proficiency	Language	Speaking	Reading	Writing	
		<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>	
16	Computer Skill					
17	Other Skill					

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date									
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Applicants
Signature