

নং-৫১.০২.০০০০.৩০৮.১৪.০০১.১০ (অংশ-১)-৫৫৬

তারিখঃ ২৭-১১-২০১১ খ্রিঃ

নিয়োগ বিজ্ঞপ্তি

বিশ্বব্যাংকের আর্থিক সহায়তায় ও দুর্যোগ ব্যবস্থাপনা ব্যুরো কর্তৃক বাস্তবায়নাধীন Emergency 2007 Cyclone Recovery and Restoration Project (ECRRP) প্রকল্পের কম্পোনেন্ট D1 এর আওতায় প্রকল্প বিষয়ে অর্থ মন্ত্রণালয়ের স্মারক নং অম/অবি/বাজেট-১১/বিবিধ-৫২/২০০৩/(অংশ-২)/৩৫, তারিখঃ ২৬-০১-২০১০ অনুসারে সাকুল্য বেতনে নিম্নরূপ পদসমূহে সরকারি নিয়মানুযায়ী নিম্নবর্ণিত পদের পার্শ্বে বর্ণিত শিক্ষাগত যোগ্যতা ও অভিজ্ঞতা সম্পন্ন প্রকৃত বাংলাদেশী নাগরিকদের নিকট হতে দরখাস্ত আহ্বান করা যাচ্ছে। প্রাথমিকভাবে চাকুরীর মেয়াদ ১ বছর হবে এবং সন্তোষজনক চাকুরীর ভিত্তিতে তা প্রকল্প চলাকালীন সময়ের জন্য (জুন ২০১৪ সাল পর্যন্ত) নবায়ন করা হতে পারে।

পদের নাম	পদ সংখ্যা	গ্রেড	জাঃ বেঃ স্কেল- ২০০৯ এর আলোকে মূল বেতন	মাসিক সাকুল্য বেতন	নূন্যতম শিক্ষাগত যোগ্যতা
ডাটা এন্ড্রি অপারেটর	০২	১২	৫,৯০০/-	১০,৪৪০/-	নূন্যতম এইচ.এস.সি। কম্পিউটার প্রকৌশল ডিপ্লোমা অগ্রাধিকার।
কম্পিউটার অপারেটর (জুনিয়র জিআইএস এবং আরএস এ্যানালিষ্ট)	০১	১২	৫,৯০০/-	১০,৪৪০/-	নূন্যতম স্নাতক (পরিবেশ বিজ্ঞান, ভূগোল, ইলেকট্রিক্যাল ও ইলেকট্রনিক্স ইঞ্জিনিয়ারিং, ফলিত পদার্থ, কম্পিউটার বিজ্ঞান, অর্থনীতি, নগর পরিকল্পনা অগ্রাধিকার।
কম্পিউটার অপারেটর (জুনিয়র এমআইএস এ্যানালিষ্ট)	০১	১২	৫,৯০০/-	১০,৪৪০/-	নূন্যতম স্নাতক।
ট্রেনিং লজিস্টিকস এ্যানালিস্ট	০১	১৩	৫,৫০০/-	৯,৮০০/-	নূন্যতম স্নাতক।

শর্তাবলীঃ

- আগ্রহী প্রার্থীদের সাদা কাগজে মহাপরিচালক, দুর্যোগ ব্যবস্থাপনা ব্যুরো, দুর্যোগ ব্যবস্থাপনা ও ত্রাণ ভবন (৫ম তলা), ৯২-৯৩, মহাখালী, ঢাকা এর বরাবর দরখাস্ত করতে হবে। চাকুরীর বিস্তারিত শর্তাবলি (শিক্ষাগত যোগ্যতা ও অভিজ্ঞতার বিষয়ে) ও নির্দেশনাসমূহ দুর্যোগ ব্যবস্থাপনা ব্যুরোর ওয়েব সাইট www.dmb.gov.bd এ দেখা যাবে। এছাড়াও বিস্তারিত তথ্যের জন্য দুর্যোগ ব্যবস্থাপনা ব্যুরোর সংশ্লিষ্ট শাখায় যোগাযোগ করার জন্য অনুরোধ করা হলো।
- প্রার্থীর বয়স ১৮ হতে ৩০ বছর হতে হবে। বয়সের ক্ষেত্রে কোন প্রকার এভিডেফিট গ্রহণযোগ্য হবে না।
- দরখাস্তে আবেদনকারী পূর্ণ জীবনবৃত্তান্তসহ আনুষঙ্গিক বিষয় যথাঃ ১) প্রার্থীর নাম, ২) পিতা/স্বামীর র নাম, ৩) মাতার নাম, ৪) স্থায়ী ঠিকানা, ৫) বর্তমান ঠিকানা, ৬) জন্ম তারিখ, ৭) বয়স, ৮) ধর্ম, ৯) জাতীয়তা, ১০) শিক্ষাগত যোগ্যতা, ১১) অভিজ্ঞতা (যদি থাকে), ১২) মোবাইল/ফোন নম্বর (যদি থাকে) উল্লেখ করতে হবে।
- দরখাস্তের সাথে ক) শিক্ষাগত যোগ্যতা ও অভিজ্ঞতার সকল সনদপত্রের সত্যায়িত ছায়ালিপি, ক) ১ম শ্রেণীর গেজেটেড অফিসারের নিকট হতে প্রাপ্ত চারিত্রিক সনদপত্র, গ) স্থানীয় ইউনিয়ন পরিষদ চেয়ারম্যান/ পৌরসভার মেম্বার/ওয়ার্ড কাউন্সিলরের নিকট হতে প্রাপ্ত নাগরিকত্ব সনদপত্র/জাতীয় পরিচয় পত্রের সত্যায়িত ছায়ালিপি, ঘ) মুক্তিযোদ্ধা সন্তানের ক্ষেত্রে সংশ্লিষ্ট মুক্তিযোদ্ধার সনদপত্রের ছায়ালিপি, ঙ) সদ্যতোলা পাসপোর্ট সাইজের ০৩ (তিন) কপি রঞ্জন ছবি (সত্যায়িতসহ)।
- খামের উপর প্রার্থী পদের নাম স্পষ্ট অক্ষরে উল্লেখ করতে হবে।
- দরখাস্ত আগামী ২২ ডিসেম্বর ২০১১ তারিখের মধ্যে অফিস চলাকালীন সময়ে পৌছাতে হবে। উক্ত তারিখের পর সরাসরি কিংবা ডাকযোগে প্রেরিত দরখাস্ত গ্রহণযোগ্য হবে না।
- প্রাপ্ত আবেদনপত্র যাচাই বাছাইয়ের পর উপযুক্ত প্রার্থীদের লিখিত ও মৌখিক পরীক্ষায় অংশগ্রহণ করতে দেয়া হবে। অসম্পূর্ণ/ত্রুটিপূর্ণ দরখাস্ত বাতিল বলে গণ্য হবে।
- যে কোন ধরনের তদবির বা সুপারিশ প্রার্থীর অযোগ্যতা প্রমাণ করে।
- কর্তৃপক্ষ যে কোন পর্যায় আংশিক বা সম্পূর্ণ নিয়োগ প্রক্রিয়া বাতিল করার অধিকার সংরক্ষণ করে।
- মৌখিক ও লিখিত পরীক্ষার জন্য কোন প্রকার টিএ/ডিএ প্রদান করা হবে না।

আহসান জাকির

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ফোনঃ ৮৮৫৮৭৫৫

Disaster Management Bureau

Ministry of Food and Disaster Management

Terms of Reference

Data Entry operator

Background

Component D1 of the World Bank-financed Emergency Cyclone Recovery and Restoration Project (ECRRP), under implementation by the DMB, is a long-term program on strengthening disaster risk mitigation (DRM) in Bangladesh. This project is to contribute towards 'building long-term preparedness through strengthened disaster risk management', through the strengthening and enhancement of the long-term disaster risk mitigation and reduction ability of the DMB. Among other things, this will entail the creation of two dedicated cells in the DMB for: (a) multi hazard mapping and vulnerability, and; (b) disaster damage and needs assessment. These measures include the preparation and assisting in creating different types of reports, using GIS and RS applications, project planning software for scheduling as well creating necessary presentations for in office suites. For these initiatives follow in ECRRP project, DMB is seeking qualified Data Entry Operator to provide support to the project.

The Data Entry Operator will work under the overall guidance of Officer in Charge of concern cell in close coordination with the project team. S/he will be responsible for providing support in terms of software installation, configuration and maintenance. The Computer Operator will also respond to any field office inquires including any data entry requests.

Duties and Responsibilities

Summary of Key Functions:

- Provide limited support for software install/configuration and maintenance and respond where necessary to field office inquires and data entry requests.
- Provide support for routine data and system uploads, downloads, and data backup routines.
- Provide support for all the data entry and operator requirements for all systems including the data entry of central, zilla, upazilla data as well as for DMIC.
- Installation and support to software and hardware at central and field office.
- Routine data transfer , backup and other IT requirements of field and central offices

Under the direct supervision of the Cell, the Operator will be responsible for:

- Maintain of Bangla and English data entry as well as use of open source office suits.
- Respond to support requests from field offices and other for all correction and additional data entry requirements.
- Work closely with other project technical staff to establish ongoing capacity and methods for the continued maintenance and support of all systems.

Competencies

Behavioral Competencies

- Good interpersonal skills;
- Demonstrable results-oriented approach to work;
- Exhibit strong teamwork skills in a complex environment
- Demonstrated capacity to work in a multicultural environment including the training and development of national colleagues

Required Skills and Experience

Education:

- Minimum HSC or equivalent;
- Diploma in Computer Engineering will be preferred.

Experience:

- Experience in typing in high speed (45 words per minute).
- Experience in typing in Bangla at high speed, preferably Unicode Bangla
- Knowledge of MS Office suit.
- Knowledge of Open Source office.
- Knowledge of basic PC workstation configuration and maintenance.
- Experience providing basic computer training and coaching.

Disaster Management Bureau
Ministry of Food and Disaster Management

Terms of Reference

Computer operator (Junior GIS and RS Analyst)

Background

Component D1 of the World Bank-financed Emergency Cyclone Recovery and Restoration Project (ECRRP), under implementation by the DMB, is a long-term program on strengthening disaster risk mitigation (DRM) in Bangladesh. This project is to contribute towards 'building long-term preparedness through strengthened disaster risk management', through the strengthening and enhancement of the long-term disaster risk mitigation and reduction ability of the DMB. Among other things, this will entail the creation of two dedicated cells in the DMB for: (a) multi hazard mapping and vulnerability, and; (b) disaster damage and needs assessment. These measures include the preparation and assisting in creating different types of reports, using GIS and RS applications, project planning software for scheduling as well creating necessary presentations for in office suites. For these initiatives follow in ECRRP project, DMB is seeking qualified Computer Operator (Junior GIS Analyst) to provide support to the project.

The Computer Operator will work under the overall guidance of the Officer in Charge of the concern MRVM Cell in close coordination with the project team. S/he will be responsible for providing IT and GIS support in terms of software installation, configuration, maintenance as well as assisting in GIS analysis. The Computer Operator (GIS and RS Analyst) will also respond to any inquires including assisting in reporting, GIS analysis, technical computer operations etc.

Duties and Responsibilities

Summary of Key Functions:

- Provide limited support for GIS based software installation, configuration and maintenance as well as performing and assisting in the GIS analysis required by the ECRRP project
- Provide support for routine data and system uploads, downloads, and data backup routines regarding GIS related activities such as presentations, report writing, map preparation and interpretation of acquired data.
- Training of field office staff for GIS related computer operations and maintenance, data entry as well as use of MS or open source office suits.
- Respond to support requests from field offices and other intranet users for all correction and additional data entry requirements.
- Work closely with DMB and other project technical staff to establish ongoing capacity and methods for the continued maintenance and support of all systems.
- Work closely with the concern specialist to assist in the overall activities of the MRVA cell
- Use statistical, geographical information system, remote sensing, physical planning etc concepts, tools or mechanisms to assist the project officials to promote DRR initiatives.
- Performing significant analysis on the data, maps, interpretations etc from both internal and external sources (international GIS firm) with the help and direction of the GIS specialist.
- Assisting in scheduling the project activities with help of project management software or related support.

- Additional IT and consultant support to ECRRP project activities as the situation demands.

Competencies

Behavioral Competencies

- Good interpersonal skills;
- Demonstrable results-oriented approach to work;
- Exhibit strong teamwork skills in a complex environment
- Ability to promote learning environment, human rights and gender friendly work environment;
- Demonstrated capacity to work in a multicultural environment including the training and development of national colleagues
- Capacity to think out of the box for solving critical problems will be appreciated.

Required Skills and Experience

Education:

- Minimum Bachelors degree completed for a reputed university preferably in environmental science, geography, EEE, Applied Physics, Computer Science, economics, urban and rural/regional planning.
- Advance knowledge in disaster management, development studies or water resource development is desirable.
- Knowledge in computer networking (CCNA, CNAP etc) will be preferred.
- Advance professional trainings on disaster management or GIS will add advantage.
- Knowledge on mainstreaming DRR with other sectors of development.

Experience:

- Strong knowledge in GIS applications(ArcGIS 9.x, ENVI, ILWIS, MapInfo 9, 10 etc) and RS applications (Erdas Imagine 8.x, 9.x, LPS etc),
- Previous experience in project management and implementation.
- Very strong command over different software needed for report writing including MS Office suit or Open Source office.
- Knowledge of basic and advance PC workstation configuration, maintenance, networking as well as trouble shooting.
- Experience reporting, training material development as well as providing basic computer training and coaching.
- Experience in other nationwide GIS projects under different government ministries or organizations will be preferred.
- Publications or participation on international conferences relating GIS or DRR will be added value to the position.

Required Skills

- Excellent understanding of disaster risk reduction concepts, policies and principles.
- Sufficient capacity to use GIS and RS based concept, methods, tools etc to assist the project activities.
- Should be capable of using MS project, MS Visio or other project management software to assist in the projects.

- Strong understanding on database management system relating geo database , MS Access etc
- Capabilities to use statistical package software like SPSS are highly desirable.
- Good presentations and slide preparation capability through ms power point or adobe flash to assist other project officials and to promote project activities.
- Working knowledge of state-of-the-art post-disaster damage and needs assessment methodologies and multi-hazard risk assessment processes and procedures
- Ability to apply theoretical knowledge into the design of complex, multi-disciplinary capacity development programs on Integrated disaster risk management
- Ability to develop partnerships with a range of stakeholders in the field of disaster risk management including the government, other agencies and civil society
- Knowledge and understanding of integrated approaches to development, project planning activities with a focus on capacity development
- Excellent analytical and report writing skills as well as Monitoring & Evaluation skills
- Fully proficient computer skills and use of relevant software and other applications, e.g. internal databases, the internet and others.
- Utilization and extraction of various information from satellite and aerial photo imageries as well as terrain/elevation data
- Develop dataset for the hazard, vulnerability, and risk assessment / climate change impact assessment
- Perform advanced spatial analysis in GIS environment
- Preparation and production of the final results (maps, statistics, graphs, presentation) of the project

Disaster Management Bureau
Ministry of Food and Disaster Management
Terms of Reference
Computer operator (Junior MIS Analyst)

Background

Component D1 of the World Bank-financed Emergency Cyclone Recovery and Restoration Project (ECRRP), under implementation by the DMB, is a long-term program on strengthening disaster risk mitigation (DRM) in Bangladesh. This project is to contribute towards 'building long-term preparedness through strengthened disaster risk management', through the strengthening and enhancement of the long-term disaster risk mitigation and reduction ability of the DMB. Among other things, this will entail the creation of two dedicated cells in the DMB for: (a) multi hazard mapping and vulnerability, and; (b) disaster damage and needs assessment. These measures include the preparation and assisting in creating different types of reports, using GIS and RS applications, project planning software for scheduling as well creating necessary presentations for in office suites. For these initiatives follow in ECRRP project, DMB is seeking qualified Computer Operator (Junior MIS Analyst) to provide support to the project.

The Computer Operator will work under the overall guidance of the Officer in Charge of the concern DNA Cell in close coordination with the project team. S/he will be responsible for providing IT and MIS support in terms of software installation, configuration, maintenance as well as assisting in MIS analysis. The Computer Operator (Junior MIS Analyst) will also respond to any inquires including assisting in reporting, MIS analysis, technical computer operations etc.

Duties and Responsibilities

Summary of Key Functions:

- Analysis on identification of opportunities for integration of disaster risk reduction in programme/project implementation;
- Improving and enhancing pre-disaster data preparedness of various related government departments – including preparing inventories of baseline assets, infrastructures, stocks, revenues and other data required for systematic and wholesome damage, loss and needs assessments
- Assist in identification of sectoral needs for capacity development on integration of disaster risk assessment and disaster risk reduction;
- Assist to develop technical guidelines on integration of risk reduction measures in the construction of new infrastructure and for strengthening of existing critical infrastructure of respective ministries;
- Help to organize training for the ministries in collaboration with team members;
- Implement the work plan for integration disaster risk reduction into the selected ministries;
- Assist to prepare periodical reports on the progress in integration of disaster risk reduction into various ministries/sectors;
- Collect and analysis of data on damage and losses,
- Any other activities assigned by DNA Cell;
- Ensures implementation of MIS strategies and introduction and implementation of new technologies for the adoption and implementation of the new MIS system, focusing on achievement of the ECRRP project
- Full compliance with the management of the entire MIS program process

- Networks administration and responsibility for effective functioning of unit hardware and software packages
- Ensures development of information and documentation management system focusing on the administration, maintenance and refining/proceeding to necessary adjustments in order to ensure the preparation of a variety of specialized program required reports
- Provision of training and support to MIS users as well as facilitation of knowledge building and sharing
- Uses data to assist in establishing and preparing lists, information booklets, master lists/logs, on-line documents, website pages, and other necessary and related materials;
- Provide support for all the data entry and operator requirements for all systems
- Installation and support to software and hardware at central and field office.
- Routine data transfer , backup and other IT requirements of field and central offices

Competencies

Behavioral Competencies

- Good interpersonal skills;
- Demonstrable results-oriented approach to work;
- Exhibit strong teamwork skills in a complex environment
- Ability to promote learning environment, human rights and gender friendly work environment;
- Demonstrated capacity to work in a multicultural environment including the training and development of national colleagues
- Capacity to think out of the box for solving critical problems will be appreciated.

Required Skills and Experience

Education:

- Minimum Bachelors degree preferably in environmental science, EEE, Applied Physics, Computer Science, economics, urban and rural/regional planning.
- Advance knowledge in disaster management is desirable.
- Knowledge in computer networking (A+, CCNA, CNAP etc) will be preferred.
- Also Diploma in Computer Engineering will be preferred.
- Advance professional MS Certified System Administrator Certificate will add advantage.

Experience:

- Experience on Disaster risk Management or DRR activities.
- Strong command over different software needed for report writing including MS Office suit or Open Source office.
- Knowledge of basic and advance PC workstation configuration, maintenance as well as trouble shooting.
- Experience providing basic computer training and coaching.
- Experience in other nationwide Networking projects under different government ministries or organizations will be preferred.

Required Skills

- Excellent understanding of disaster risk reduction concepts, policies and principles.
- Excellent Reporting, Monitoring and Evaluation skills
- Fully proficient computer skills and use of relevant software and other applications, e.g. word processing, spreadsheets, the internet and others.

Disaster Management Bureau
Ministry of Food and Disaster Management

Terms of Reference

Training Logistics Assistant

Background

Component D1 of the World Bank-financed Emergency Cyclone Recovery and Restoration Project (ECRRP), under implementation by the DMB, is a long-term program on strengthening disaster risk mitigation (DRM) in Bangladesh. This project is to contribute towards 'building long-term preparedness through strengthened disaster risk management', through the strengthening and enhancement of the long-term disaster risk mitigation and reduction ability of the DMB. Among other things, this will entail the creation of two dedicated cells in the DMB for: (a) multi hazard mapping and vulnerability, and; (b) disaster damage and needs assessment. These measures include the preparation and assisting in creating different types of reports, using GIS and RS applications, project planning software for scheduling as well creating necessary presentations for in office suites. For these initiatives follow in ECRRP project, DMB is seeking qualified Training Logistics Assistant to provide support to the project.

The Training Logistics Assistant will work under the overall guidance of the concern SD in close coordination with the project team. S/he will be responsible for providing training support in terms of AV equipment installation, maintenance of equipment as well as assisting in logistic supply. S/he will also respond to any inquires including assisting in training and logistics operations.

Duties and Responsibilities

Summary of Key Functions:

- Plan, prioritize, support, maintenance of training related logistic activities
- Assist of all type of contract management (vehicles, premises & guest house, telecommunication, insurance, training equipment etc).
- Ensure efficient, effective, responsive, transparent and accountable provision of administrative services to support the project team in the implementation of training activities;
- Arrange office space and necessary equipment for all training in Dhaka and field and ensure that all furniture and equipment are in proper order;
- Design and conduct logistics and supply needs assessment, inventory and prepare reports based on that;
- Ensure timely supply of fuel, stationary, minor IT equipment and printing in accordance with project rules and regulations;
- Work closely with relevant project staff to ensure timely inventory of newly acquired equipment and assets.
- Review and update transportation needs of the project and arrange vehicles including rental vehicles accordingly;
- Ensure proper conduct of drivers by arranging briefing session for the drivers on safe driving, proper maintenance of vehicles and security precautions.
- Facilitate organizing events such as conferences, workshops, seminars, trainings and meetings.
- Provide travel arrangements for concern project officials.

Competencies

Behavioral Competencies

- Good interpersonal skills;
- Demonstrable results-oriented approach to work;
- Exhibit strong teamwork skills in a complex environment
- Ability to promote learning environment, human rights and gender friendly work environment;
- Demonstrated capacity to work in a multicultural environment including the training and development of national colleagues
- Capacity to think out of the box for solving critical problems will be appreciated.

Functional competencies:

- Strong organizational and reporting skills.
- Willingness to share knowledge and experience;

Required Skills and Experience

Education:

- Bachelor's Degree from any recognized university.
- Specialized training in administration and logistics will be considered as an asset;

Experience:

- Minimum 3-5 years of relevant experience in training logistics while sound administrative background will be an asset,
- Strong command over different software needed for report writing including MS Office.

Required Skills

- Qualifications or demonstrated experience and competence in logistics, and security
- Excellent analytical, oral and written communication skills
- Ability to manage multiple priorities and projects while working as part of a team
- Ability to prioritize multiple tasks and meet deadlines
- Dynamic, independent, self motivated, Well organised,
- The work environment in the field site office involves everyday risks and discomforts requiring safety precautions.
- Excellent understanding of disaster risk reduction concepts, policies and principles.
- Should be capable of using MS office and other project management software to assist in the projects.
- Good presentations preparation capability to assist other project officials.
- Experience in handling of AV equipment

