

Government of the People's Republic of Bangladesh  
Office of the Deputy Commissioner, Nilphamari  
(Local Government Section)  
[www.dcnilphamari.gov.bd](http://www.dcnilphamari.gov.bd)

Memo No- 05.47.7300.011.09.020.14 -153

Date: 17.04.2017

**Recruitment Notice**

Under the GOB-UNICEF Country Programme (2017-2020) this office is going to recruit District LCBCE Coordinator. For the appointment of this post an application along with the resume is to be called from interested candidates.

**Job Description of the LCBCE Coordinator:**

Under the direct supervision of the Deputy Commissioner and guidance from the DDCC, the District LCBCE coordinator will be responsible for the following key functions, may be reviewed and adjusted periodically by the DC and DDCC.

1. Manage knowledge and information for children center 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 to inform relevant stakeholders
4. Facilitate session on child issues/ rights/ prepare budget and planning
5. Support DPMU for child friendly planning through providing relevant data
6. Maintain close relation with district Statistics Office for data sharing
7. Support the Member Secretary in taking meeting minutes of DDCC meeting specially children issues and disseminate among members
8. Maintain communication with concerned officials of Upazila and Union Parishad and facilitate session at Upazila and Union level as and when require
9. Documentation of progress related to LCBCE activities and produce periodic reports as required
10. Facilitate district level planning and monitoring visits
11. Carry out any other responsibilities as assigned by the Deputy Commissioner

**Duration:**

The LCBCE Officer will be recruited till June 2017, extendable based on performance and availability of funds.

**Qualifications or knowledge/experience required for the assignment:**

- a) Education: Minimum Bachelor degree from any recognized educational institution,
- b) Work-experience: Minimum of two years of work experience in any development fields, experience of working in the field of children and women development and communication will get preference.
- c) Both Male and Female candidates can apply for the said position
- d) Competencies:
  - Analytical and conceptual ability;
  - Good communication skills;
  - Leadership capacity to independently initiate and execute plans. Able to influence stakeholders to implement the planned activities.
  - Proficiency in the use of computers and especially Microsoft Word, Excel and data processing
  - Good command in Bangla and English
- e) Age limit maximum 40 Years. (Male & Female)

The competent applicant will have to apply and send their resume along with 2 recent passport size attested photographs. The contact number and address should be included in the application letter.

**Last Date of application and resume submission:** April 24 by 5 pm, 2017. The short listed candidates name will be displayed in the Notice Board of Deputy Commissioner's on April 25, 2017 at 12 pm.

**Interview Date:** April 26, 2017 at 11 am. Office places DD(LG) Section, DC Office, Nilphamari.

Application will have to drop in the box in front of the local government section, DC Office, Nilphamari.

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A. J. M. Ershad Ahsan Habib  
Deputy Director, LG Section  
Office of the Deputy Commissioner  
and  
Convener LCBCE Recruitment Committee:  
Nilphamari