

## Vacancy Announcement

Trinamul Unnayan Sangstha (TUS), a local NGO in Khagrachari, invites applications from permanent residents of the CHT for the following position below, under the **Partnership for Resilient Livelihoods in CHT Region (PRLC)** a 38 months project supported by Manusher Jonno Foundation (MJF) and funded by European Union. The project aims to contribute to poverty reduction and improve the livelihoods of extremely poor households in the Laxmichari Upazila of Khagrachari district.

**Name of the post:** Technical Officer (01 position)

**Grade/Level:** B2

**Contract Type:** Fixed Contract (Project Duration)

**Job Location:** Branch Office, Laxmichari Upazila

**Report to:** Project Coordinator, PRLC, TUS

**Salary and Benefits:** As per the budget line of the approved project.

**Project Duration:** 24 September 2023 to 31 October 2026.

**Requirement of Experience:** A minimum of 4 years of work experience for a Bachelor in Agriculture (BAg), BSc in Fisheries, BSc in husbandry, Doctor of Veterinary Medicine (DVM) and 7 years of work experience for a Diploma in Agriculture Science. The candidate must be capable of handling the Technical affairs independently.

**Educational Qualification:** Bachelor in Agriculture, BSc in Fisheries, BSc in husbandry, Doctor of Veterinary Medicine (DVM), Or Diploma in Agriculture Science from any recognized University or institution.

### Other competencies and Skills:

- Supervising role in the CS-IFM-FFS approach would be an added advantage.
- Must be willing and physically able to work in and travel frequently to difficult geographical and cultural environments;
- Prior experience working in the CHT in a similar field would be an added advantage and educational qualifications may be relaxed for such candidates.
- Owning a valid driving license of a motorcycle with the ability to travel remotely in CHT.
- Working knowledge of operating computers, especially with Windows operating system, MS Office, internet web browsing etc.
- Previous work experience with TUS is considered as special competency.

### Overall Responsibilities:

The Monitoring Officer will be responsible for;

- 1) Work under close guidance/supervision of the Project Coordinator.
- 2) Develop the training plan for Farmer Facilitators as per project deliverables.
- 3) Arrange the training at the respective upazila and collect data from the field, analyze and prepare a report.
- 4) Monitor the Organizer, Community Mobilizer and Farmer Facilitator (FF) at the community level.
- 5) Assist to project coordinator in preparing monthly, quarterly, six-monthly and annual reports.
- 6) S/he will assist to project coordinator in organizing meetings, training, seminars and workshops.



- 7) Provide all sorts of technical support to FF, CM, Organizer and beneficiary on livelihoods-related interventions.
- 8) Ensure materials and logistics are available to FFs for proper facilitation of FFS sessions.
- 9) Establish linkages between service recipients, service providers and GoB line departments.
- 10) Guide and facilitate the FFs & CM in access to farming inputs and marketing of farm outputs.
- 11) Assist FFs in organising Farmer Field Day, learning visits/exchanges etc.
- 12) Assist PC and PO in the beneficiary selection process.
- 13) Organize a Bi-monthly FF Coordination Meeting at the Upazila level and ensure the participation of all relevant stakeholders in the meeting.
- 14) Coordinate the FFS activities in the respective Upazila.
- 15) Linkage with Upazila level GoB line departments of Agriculture Extension, Livestock Services and Fisheries including NGO and ensuring necessary support to the field.
- 16) Coordinate with Community Level Service Providers to ensure primary services for the FFS communities such as Community Livestock Workers, Community Aquaculture Resource Persons, Nursery Growers etc.
- 17) Coordinate PRLC project team members relating to the implementation of the project at respective Upazila.
- 18) Coordinate and assist with other results (Result-2 & 3).
- 19) Closely monitor the CM & FFS activities and ensure support them that includes overcoming the problems in FFS organizing/facilitation, conveying technical aspects between MTs and FFs, monitoring the performance of FFs;
- 20) Monthly and quarterly report on the ongoing activities and ensure the progress has been achieved as per plan;
- 21) Overall responsible for good performance of FFs and ensuring the implementation quality of CS-IFM FFS;
- 22) Utilizing at least 80 % of working time for the field visits/field activities monitoring;
- 23) All training-related reports, evaluations, and field observation reports with recommendations to management are produced on time and as required;
- 24) Monitor the monthly progress of delivery and achievements in the assigned areas;
- 25) Prepare event reports, progress report in monthly, quarterly, six-monthly basis as per PIP and submit to the Project Coordinator.
- 26) Prepare success stories/case study, annual report and submit to the Project Coordinator.

To apply for the above position, please send your CV using the **TUS Application form for Employment** (prescribe form) including other documents such as PP size photographs, academic certificates, national ID card, certificate of the Circle Chief and address to **Convener, Recruitment Committee, Trinamul Unnayan Sangstha, Marma Sangsad Building, Pankhaiyapara, Khagrachari Sadar, Khagrachari Hill District-4400 or email: tusrecruitment@gmail.com by 19 September, 2023 on 5.00 PM**. The candidate is requested to mention the position applied for on the envelope.

A shortlist will be announced on **20 September 2023 at 4.30 PM** on the TUS Notice Board, head office and TUS website ([www.trinamulchtd.org](http://www.trinamulchtd.org)). Only the short-listed candidates will be invited to attend the **written/viva voce test at 10:00 AM on 22 September 2023**. TUS does not pay any TA/DA for attending the interview sessions.

**Women and person with disability will be given priority.**



**TRINAMUL**  
**UNNAYAN SANGSTHA**  
(An organisation for Community Development)

**Note:** Any candidate who tries to intervene with or influence the recruitment process will be automatically disqualified from consideration. The authority reserves all sorts of rights to make decisions or changes in regard to the recruitment process.

Convener  
Recruitment Committee  
Trinamul Unnayan Sangstha.