

Japan International Cooperation Agency (JICA)
JICA Technical Cooperation Project
Capacity Development Project for Participatory Water Resources Management through
Integrated Rural Development (JICA-LGED TA Project)
Level-6, IWRM Unit, RDEC Building, LGED Bhaban, Agargaon, Dhaka
Tel. No: +880 2 9142125 Fax: +880 2 9142125

No. JICA-LGED TA Project/Ad-06/2012/320

Date:

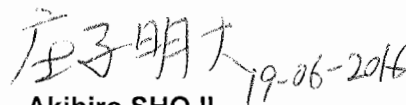
Request for Application for Selection of Human Resources (HR) Generalist

JICA launched the Technical Cooperation Project named "Capacity Development Project for Participatory Water Resources Management through Integrated Rural Development" in October 2012 to strengthen the capacity of LGED to Improve Small Scale Water Resource (SSWR) Development System and Integrated Rural Infrastructure Development Plan. In this regards, the Project involves with various kinds of activities like: training, procurement of goods, services and works. The Project requires human resource for general management of the project operation and implementation of various kinds of activities.

The JICA-LGED TA Project now invites eligible Applicants to indicate their interest in providing the services. Applicants are invited to submit their CV and other particulars as indicated below:

Name of Position : Human Resources (HR) Generalist
Number of Position : 01
Location : Basically in Project Office in Dhaka with travel to field as required
Qualification : As per TOR
Language : Written and spoken proficiency in English;
Expected Service : General Management (Detailed in TOR)
Last Date of Submit : 21-06-2016, on/before 05:00PM
Start Date : 10-07-2016 (Expected)
Initial Contract Period : 9 Months (with renewal possibilities for upto Project Period)
Submitted Mode : Sealed envelope with marked "Application for the position of Human Resources Generalist"
Addressing To : Project Coordinator, JICA-LGED TA Project
Address : As undersigned
Responsibilities : As per TOR (Please download/collect by e-mail request hasharif2008@gmail.com)

Please note that no TA-DA or any other admissible cost will be provided to this process of submission and interview.


Akihiro SHOJI

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Japan International Cooperation Agency (JICA)

Capacity Development Project for Participatory Water Resources Management
through Integrated Rural Development
Local Government Engineering Department (LGED)
Level-6, RDEC Building, LGED Bhaban
Agargaon, Sher-e-Bangla Nagar, Dhaka-1207

Employment Plan for the "Human Resources Generalist"

Position : Human Resources (HR) Generalist
Post Level : Local Consultant/Staff
No. of Position : 01
Location : JICA-LGED TA Project, IWRM Unit, LGED HQ, Dhaka
Type of Contract : Contractual
Languages Required : English
Starting Date : 10 Jul 2016
Duration : **9 Months (Renewable)**
Fund Source : JICA-LGED TA Project

1. Background

Rural infrastructure development has been one of the highly prioritized sectors in order to tackle with the poverty in Bangladesh where two-thirds of its population lives in rural area. Among rural infrastructure, small scale water resources development is critical to secure safe and stable food supply through improving productivity.

Considering this fact, a technical assistance project has been launched for the period from October 2012 to September 2017, under the frameworks of JICA's Country Support Program, named "Capacity Development Project for Participatory Water Resources Management through Integrated Rural Development". Its overall goal is "Participatory Small Scale Water Resources Management (PSSWRM) Model is widely implemented toward poverty reduction" and its purpose is "PSSWRM Model and its implementation mechanism are established. The project sets five outputs including capacity development of LGED, union level stakeholders and WMCAs. Among the activities to get such outputs, efficient and effective management of project activities is a most integral part.

As the project engage very much with capacity development for human resources along with institutional technical skill development, so the coverage of project work relate with very wide range of various tasks.

Considering such background, the project management has decided to create a scope of work for the position of "HR (Human Resources) Generalist" who could serve the activities with very efficient and effective manner. Thus the Terms of Reference for this position is reflect as below outline-



Terms of Reference for the Position of Human Resources Generalist

Job Summary:

Under the "Capacity Development Project for Participatory Water Resources Management through Integrated Rural Development", HR Generalist will be discharging or covering his/her duties and responsibilities in the area of Staff Administration, Finance & Accounts, Procurement Management, Logistics Management for Meeting, Training and Local & International Travel, Liaison Administration, Documentation & Communication of the project. The position will keep close contact with related organizations/individuals.

Considering the stated working area of the position, HR Generalist will cover the following responsibilities & tasks/duties listed so far possible, but not limited to that:

A. Responsibilities:

- ✓ Plan & implement local staff management plan related to recruitment process, contract management, pay-roll management, performance management etc.
- ✓ Plan, share and implement local cost budget related
- ✓ Documentation management for project implementation
- ✓ Procurement management for local purchase
- ✓ Plan & implement maintenance management for project inventory
- ✓ Plan & Implement Training Management Plan of the Project
- ✓ Logistics management related to meeting, workshop, training, travel etc.
- ✓ Implement and follow JICA and local rules/regulation, custom etc.
- ✓ Overall support project operation management

B. Tasks/Duties

Local Staff Management

- ✓ Identify local staff requirement with job specification & complete recruitment process
- ✓ Ensure performance management of local & field staff with related issues
- ✓ Remuneration management of local, field and temporary support staff
- ✓ Prepare and implement local consultant/staff management policy
- ✓ Manage local and field staff duties properly and accurately
- ✓ Advise to deal with local staff & counterpart and keep update on local customs/rules
- ✓ Sharing JICA regulations on different issues to the counterpart staff

Finance & Accounts;

- ✓ Identify local expense requirement for local budget preparation and implementation
- ✓ Check & forward fund disbursement and reimbursement for civil and LCS
- ✓ Check vouchers of all payments for local expenditure as per JICA rules
- ✓ Forecast monthly/quarterly fund requirement for local expenditure
- ✓ Support for all type of finance and accounts reporting
- ✓ Update/share data for accounts and financial audit, inspection or queries

Procurement Management

- ✓ Plan & Implement project procurement for goods, service and civil works
- ✓ Prepare cost estimate, standard specification, scope of services for procurement
- ✓ Ensure competitive procurement following standard procurement method
- ✓ Keep and update procurement inventory in required forms
- ✓ Develop and update reliable source of suppliers and service provider list
- ✓ Ensure proper evaluation process for quality and cost effective procurement

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Logistics Management

- ✓ Prepare & Implement Local Field Visit Program
- ✓ Liaise with field offices regarding program and accommodation
- ✓ Confirm travel report from the field visit members
- ✓ Confirm TA, DA & Transportation cost reimbursement from official travelers
- ✓ Maintain Vehicle Movement and Maintenance in coordination with LGED

Training/Workshop/Meeting Management

- ✓ Prepare budget for Local and Overseas Training/Workshop/Meeting
- ✓ Communicate and coordinate resource person, trainer, trainees and all others
- ✓ Ensure all training materials/stationaries, refreshment for conducting training/workshop
- ✓ Collect and confirm resource materials/documents and others as on requirement
- ✓ Ensure Fees & Honorarium, TA & DA to Trainer/Participants and others as per project policy
- ✓ Prepare minutes/report/proceeding/notes for respective necessary event
- ✓ Guide to prepare Pre & Post Training Evaluation Analysis
- ✓ Maintain Record/Inventory of Training/Meeting/Workshop

Reporting and General Affairs

- ✓ Submit monthly activities report based on result or output products
- ✓ Monitor, support & report about project staff performance to their activities
- ✓ Keep all records managing with proper file system for respective subject
- ✓ Develop/set necessary formats/forms/standard in regular practice
- ✓ Draft various type of letter/documents to communicate with related organization
- ✓ Prepare statement/report etc as require from LGED, IWRM Unit or any
- ✓ Monitor & ensure uninterruptable service of office amenities
- ✓ Control & ensure supply chain for stationaries/tools & machineries
- ✓ Handling incoming and outgoing documents and document transcription and proofreading
- ✓ Other necessary works related to general affairs/management

C. Required Qualifications and Experiences

- Master's in Business Administration/Masters in Management/Accounting/Marketing
- Additional qualification in Human Resources management will be valued as advantage
- High proficiency in English & Bangla language both written and verbal mode is must.
- Easy communication skill for both verbal and written communication
- Capable to operate various computer application like- MS Word, MS Excel & MS PowerPoint
- Identifies and communicates relevant information for a variety of audiences for advocating JICA's mandate
- Familiar with related national level rules, regulations, policies and guidelines to the work
- Minimum ten year experience in management level under government/donor organization preferably in rural development sector
- Experience with roles or positions like Admin & Finance Officer, Accounts or Administrative in any donor finance technical capacity development project under government organization

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