

CENTRE ON INTEGRATED RURAL DEVELOPMENT FOR ASIA AND THE PACIFIC
Dhaka, Bangladesh (www.cirdap.org.sg)

VACANCY ANNOUNCEMENT

<u>Position Title:</u>	<u>Level (grade)</u>	<u>Duty station:</u>	<u>Duration of Assignment</u>
Director, Information and Communication Division	P-4, Step-1	Dhaka, Bangladesh	Initially for a period of 03 (three) years with one year probation
<p><i>Duties and Responsibilities:</i></p> <p>Under the direct supervision of the Director General, the Director (ICD) is responsible for carrying out the following duties and responsibilities:</p> <ul style="list-style-type: none"> ➤ Revise CIRDAP publications in line with the new strategic framework. ➤ Enhance the quality of CIRDAP regular publications such as the CIRDAP Development Digest (Newsletter), the professional journal 'Asia-Pacific Journal of Rural Development', CIRDAP Annual Report etc. ➤ Prepare, update and maintain various databases including the CIRDAP mailing list, list of experts and institutional databases etc. ➤ Develop database of core professionals / experts from the CIRDAP Member Countries based on their area of expertise. ➤ Operationalise and maintain the Management Information system of the Centre. ➤ Maintain effective public relation programme to ensure that stakeholders (CIRDAP Member countries and funding agencies) understand, acknowledge and appreciate CIRDAP activities. ➤ Collect all relevant information on integrated rural development (IRD) activities and developments including documents, publications and other materials using the most effective channels and technology. ➤ Promote the exchange/dissemination of IRD information among the national IRD centres as well as other institutions or agencies in the Region and elsewhere. ➤ Disseminate information on the activities and programmes of CIRDAP and the regional network utilizing multi-media communication packages. ➤ Organise, supervise, continuously upgrade and develop the library facilities and services, Audio-visual, bibliographical services and CIRDAP website and other information and communication services for CIRDAP programmes. ➤ Formulate and implement projects under the information and Communication Division (ICD). ➤ Monitor and evaluate ICD activities and oversee feedback projects. ➤ Run Administration and Management of ICD. <p>Perform such other duties as may be required and assigned by the Director General.</p>		<p><i>Qualifications and Experiences:</i></p> <ul style="list-style-type: none"> ➤ Masters Degree, preferably a Ph.D. from a recognized institution of higher learning with specialization in Journalism and Mass Communication, Information Technology and other related fields. ➤ Minimum seven years of experience in management of information and communication in development and social sectors. ➤ Ability to work under pressure, to plan and follow through completion with different activities simultaneously. ➤ Ability to organize and to develop effective working policies, procedures and relations. ➤ Demonstrated ability in leadership and ability to coordinate programme implementations. ➤ Working knowledge of national/ federal / provincial / local government operations and of NGO action. <p><i>Citizenship</i></p> <p>Should be a citizen of CIRDAP Member Country</p> <p><i>Application to be sent to:</i></p> <p>Applications with recent CV along with a passport size photograph and filled-in CIRDAP Personal History Form should be reached to the Director General, CIRDAP <u>by 15 August 2010 at the latest.</u></p>	
<p>Level P-4, Step-1 carries salary of <u>US\$ 23243 per annum</u> plus other allowances like Contributory Provident Fund, Group Life Insurance, Group Accident Insurance, Group Sickness Insurance Scheme, Supplementary Hospitalization Assurance Policy for the Spouse and a maximum of 03 (three) children, Children Education Grant @ <u>US\$600</u> per child per year for a maximum of three children, Home Leave once in two years along with Travel for Self & Family Members up to a maximum of five adult fare, Partly Furnished Accommodation at an approved monthly rent of <u>US\$350</u> and residential telephone with fixed ceiling.</p>			