



# Hill District Council

## Khagrachari Hill District

Memo no: 29.236.4600.33.66.023.2024-1452

Date:-18 July 2024

### Walk in Interview at KHDC

Khagrachari Hill District Council-KHDC have recently signed a Letter of Agreement with the UNDP to implement two different projects here in Khagrachari Hill District. For the proper and smooth implementation of these projects some staffs are going to be recruited as per mentioned tables:

1. **Project/Component:** Women & Girls Empowerment through Inclusive Education in the Chittagong Hill Tracts (WaGEIE- CHT) Phase II

Sl no	Name of position	Position	Qualification
1	District Officer-WaGEIE	1	<b>Educational Background:</b> Master's degree in development studies or social sciences or arts, or any relevant field of study from a reputed university.  <b>Work Experience:</b>  A minimum of 5 years' experience working on development projects, in the education sector, or on education-related projects.  Prior experience working on similar projects with a demonstrably successful track record is strongly preferred.
2	Gender and Inclusive Education Officer	1	Master's degree in Development studies/Social Science or any other relevant field of study from a reputed university.  <b>Work Experience:</b> A minimum of 3 years' experience working on development projects, in gender, women empowerment, education sector, or on education - related Projects. Prior experience working on similar projects with a demonstrably successful track record is strongly preferred..
3	Monitoring & Reporting Officer	1	Master's degree in Statistics/Economics/Social Science/ Development Studies or any other relevant field of study from a reputed University.  <b>Work Experience:</b> A minimum of 3 years' experience as M&E Officer in the field of Monitoring & Evaluation.  Prior experience working on similar projects with a demonstrably successful track record is strongly preferred..

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Sl no	Name of position	Position	Qualification
4	Upazila Education Facilitator	4	Minimum Graduate. Minimum 3 years' experience with NGOs as Community Facilitator or mobiliser or organizer, or similar position in relevant projects. S/he must be a permanent resident from the locality/Union. If no suitable candidate s/he must be from nearby Union in the Upazila. Must be able to physically move in remote areas Prior experience working on similar projects with a demonstrably successful track record is strongly preferred
5	Finance & Admin Officer	1	Bachelor's degree in accounting, Finance, Business Administration, Commerce, or a related field.  <b>Work Experience:</b> Minimum 3 years' practical experience working in finance sector with government/ non-government organizations. Prior experience working on similar projects with a demonstrably successful track record is strongly preferred.

### 2. Project/Component: "Community Resilience through Locally led Inclusive Adaptation" Project (CoRLIA)

Sl no	Name of position	Position	Qualification
1	District Officer-CoRLIA	1	Masters in Environmental Management/studies/science/Social Science /Agricultural Sciences /Disaster Management or any other relevant field from a reputed university. Minimum 5 years' working experiences in Community Climate Resilience Project or Livelihood development of communities vulnerable due to Climate Change etc.
2	Technical Officer-CoRLIA/Community Resilience	1	Masters in Environmental Management /studies /science/Social/Political Science /Agricultural Sciences /Disaster Management or any other relevant field from a reputed university. Minimum 3 years' working experiences as technical officer in Community Climate Resilience Project or Livelihood development of communities vulnerable due to Climate Change etc.  Prior experience working on similar projects with a demonstrably successful track record is strongly preferred

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Sl no	Name of position	Position	Qualification
3	Monitoring & Reporting Officer	1	Masters in Statistics/Economics/Social Science/ Agricultural Science/Development Studies or any other relevant field from a reputed University. Minimum 3 years' experience as M&E Officer in the field of Monitoring & Evaluation for a development project; Prior experience working on similar projects with a demonstrably successful track record is strongly preferred
4	Upazila Community Resilience Facilitators	4	Minimum Graduate. Minimum 3 years' experience with NGOs as Community Facilitator or mobiliser or organizer, or similar position in relevant projects. S/he must be permanent resident from the locality/Union/Upazila. Must be able to physically move in remote areas. Prior experience working on similar projects with a demonstrably successful track record is strongly preferred
5	Finance & Admin Officer	1	Bachelor's degree in accounting, Finance, Business Administration, Commerce, or a related field. <b>Work Experience:</b> Minimum 3 years' practical experience working in relevant field/project. Prior experience working on similar projects with a demonstrably successful track record is strongly preferred Prior experience working on similar projects with a demonstrably successful track record is strongly preferred

Interested candidates are requested to show up with relevant academic, professional and other related documents at **10:30 hrs on 29<sup>th</sup> July 2024** at the Hill District Council-Khagrachari.

Detailed TOR is available in KHDC website: [www.khdc.gov.bd](http://www.khdc.gov.bd)

  
(Mongsueprou Chowdhury)  
Chairman

Khagrachari Hill District Council

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CC for information and mass publication:

1. Deputy Commissioner, Khagrachari
2. ....
3. Accounts & Audit officer, Khagrachari Hill District Council, Khagrachari.
4. IT Officer, KHDC, please publish the advertisement in KHDC website.
5. Notice Bord, KHDC.