

Institute of Education and Research (IER)

University of Dhaka, Dhaka-1000

Vacancy Announcement

Institute of Education and Research (IER), University of Dhaka is inviting application from the eligible candidates for the post of Upazila /Urban Program Coordinators (UPCs) on temporary basis for the project period under the project "Out of School Children Education Program" PEDP 4. The Program will be implemented in 64 Districts.

Name of Post	No. of Post	Qualification	Experience
Upazila/Urban Program Coordinator (UPC)	300	Minimum 2nd class Master's with Honors in any discipline/ Four years honors Degree from any reputed University	<ul style="list-style-type: none">Working experience in the field of non-formal education program may get priority;Skilled in Computer use

Age limit: Maximum 45 years on 30 June 2019

Nationality of Candidate: Bangladeshi

Key Responsibilities are to:

- Perform effective Management and Coordination of all program activities at Upazila/Urban areas under Second Chance Education (SCE) program;
- Organize orientation, workshop, seminar and sharing meetings with all stakeholders at field levels;
- Conduct regular monitoring and supervision of all program activities;
- Organize capacity building training for the program staff at field levels;
- Organize social mobilization activities at field levels;
- Assist and maintain regular coordination with Implementation Support Agency (ISA);
- Accomplish Monthly/ Quarterly/ Six monthly / Annual and Final reports of the Program;
- Responsible for any other duties of the SCE program as and when assigned by the authority;
- Have willingness to work in any location of the country

Remuneration: Monthly consolidated salary including TA & DA will be: BDT 35,000/-
(Thirty five thousand taka only)

Apply online: <http://hotjobs.bdjobs.com/jobs/ier/ier.htm>

Only eligible candidate will be called for written exam and viva voce.
No TA/DA will be paid for this purpose.

Application Deadline: 20th November 2019

SA Coordinator

Specialized Agency of SCE Unit