

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
স্থানীয় সরকার, পল্লী উন্নয়ন ও সমবায় মন্ত্রণালয়  
পল্লী উন্নয়ন ও সমবায় বিভাগ  
প্রশাসন শাখা-১  
[www.rdcad.gov.bd](http://www.rdcad.gov.bd)

স্মারক নং-৪৭.০৩১.০২৪.০০.০০.০১৪.২০১০(অংশ-৩)-৩৮৪

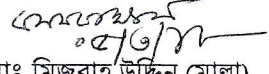
২১ ফাল্গুন, ১৪২৪ বঙ্গাব্দ  
তারিখঃ -----  
০৫ মার্চ, ২০১৮ খ্রিস্টাব্দ

বিষয়ঃ Appointment of Director Research.

সূত্রঃ CIRDAP এর স্মারক নং-AD.173-140, তারিখঃ ১৩/০২/২০১৮।

উপর্যুক্ত বিষয় ও সূত্রোক্ত পত্রের পরিপ্রেক্ষিতে জানানো যাচ্ছে যে, CIRDAP এর Director Research এর শূণ্য পদে লোক নিয়োগের জন্য প্রাপ্ত নিয়োগ বিজ্ঞপ্তি (Personal History Form সিরডাপের ওয়েব সাইট: [www.cirdap.org](http://www.cirdap.org) হতে ডাউনলোড করে) আগ্রহী প্রার্থীগণের পূরণকৃত CVS এবং Personal History Form আগামী ১০/০৫/২০১৮ তারিখের মধ্যে এ বিভাগে প্রেরণের জন্য নির্দেশক্রমে অনুরোধ করা হলো।

সংযুক্তিঃ বর্ণনা মোতাবেক ০৩ (তিন) ফর্দ।

  
(মোঃ মিজবাহ উদ্দিন মোল্লা)  
সিনিয়র সহকারী সচিব  
ফোনঃ ৯৫৭০৬৪৬  
(e-mail: a\_sec\_1@ymail.com)

বিতরণ (জ্যেষ্ঠতার ক্রমানুসারে নয়)ঃ

- ১। সিনিয়র সচিব, জনপ্রশাসন মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।  
(দৃঃ আঃ উপ-সচিব, বৈদেশিক ও নব নিয়োগ অধিশাখা)।
- ২। মহাপরিচালক, বিআরডিবি, ঢাকা।
- ৩। নিবন্ধক ও মহাপরিচালক, সমবায় অধিদপ্তর, ঢাকা।
- ৪। মহাপরিচালক, বার্ড, কুমিল্লা/আরডিএ, বগুড়া/বাপার্ড, গোপালগঞ্জ।
- ৫। ব্যবস্থাপনা পরিচালক, বাংলাদেশ দুগ্ধ উৎপাদনকারী সমবায় ইউনিয়ন (মিল্ক ভিটা), তেজগাঁও, ঢাকা।
- ৬। ব্যবস্থাপনা পরিচালক, ক্ষুদ্র কৃষক উন্নয়ন ফাউন্ডেশন (এসএফডিএফ), পল্লী ভবন (৭ম তলা), ৫, কাওরান বাজার, ঢাকা।
- ৭। ব্যবস্থাপনা পরিচালক, পল্লী দারিদ্র্য বিমোচন ফাউন্ডেশন (পিডিবিএফ), হাউজ নং- ০৫, এভিনিউ-০৩, হাজী রোড, রূপনগর, মিরপুর-২, ঢাকা।
- ✓ ৮। সিস্টেম এনালিস্ট, পল্লী উন্নয়ন ও সমবায় বিভাগ। (ওয়েব সাইটে প্রকাশের জন্য পত্রটির কপি প্রেরণ করা হলো)।

অনুলিপিঃ

- ১। মাননীয় মন্ত্রীর একান্ত সচিব, স্থানীয় সরকার, পল্লী উন্নয়ন ও সমবায় মন্ত্রণালয়, ঢাকা।
- ২। সচিব মহোদয়ের একান্ত সচিব, পল্লী উন্নয়ন ও সমবায় বিভাগ, ঢাকা।
- ৩। মাননীয় প্রতিমন্ত্রীর একান্ত সচিব, স্থানীয় সরকার, পল্লী উন্নয়ন ও সমবায় মন্ত্রণালয়, ঢাকা।
- ৪। অফিস কপি।



# CENTRE ON INTEGRATED RURAL DEVELOPMENT FOR ASIA AND THE PACIFIC

(An Inter-Governmental Organization for prosperous Rural Communities)

CIRDAP

AD. 173 - 140

13<sup>th</sup> February, 2018

**Subject: Appointment of Director Research**

Greeting from CIRDAP!

I would like to advise that CIRDAP is advertising the vacant position of Director Research in its website: [www.cirdap.org](http://www.cirdap.org). A copy of Vacancy Announcement Notice and CIRDAP Personal History Form to be filled by the Applicant are enclosed as Annex-1 for information.

Based on the above information, I would like to request your good office to notify relevant Government Ministries, Professional Institutions and others in your country.

Furthermore, we kindly request if the Vacancy Announcement Notice is also advertised in the main daily Newspaper (a copy of Vacancy Announcement Notice is enclosed as Annex-2). We are grateful, if your Ministry could extend its support to CIRDAP by bearing the cost of this advertisement.

Please submit at least of three most qualified Applicants with recent CVs and filled-in Personal History Form **by 31<sup>st</sup> May, 2018** to the Director General, CIRDAP.

The soft copy of Vacancy Announcement Notice and Personal History Form can also be downloaded from the CIRDAP website [www.cirdap.org](http://www.cirdap.org).

Looking forward to your support.

Yours sincerely,

**Tevita G. B. Taginavulau**  
Director General

Encl: As above

**Ms. Mafruha Sultana**

Secretary

Rural Development and Cooperatives Division

Ministry of Local Government, Rural Development and Cooperatives

Government of the People's Republic of Bangladesh

Bangladesh Secretariat, Dhaka-1000.

Cc.

- (i) **H.E. Eng. Khandker Mosharraf Hossain**  
Minister  
Ministry of Local Government, Rural Development and Cooperatives  
Government of the People's Republic of Bangladesh
- (ii) **Dr. M. Mizanur Rahman**  
Director General  
Bangladesh Academy for Rural Development (BARD)  
Kotbari, Comilla, Bangladesh



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

VACANCY ANNOUNCEMENT

**DEADLINE FOR SUBMISSION OF APPLICATION TO CIRDAP CONTACT MINISTRY: 30<sup>th</sup> April, 2018**

Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP), a regional, intergovernmental organization is looking for a senior professional with leadership capacity as well as strategic vision to take up its activities in the areas of rural development and poverty alleviation in Asia-Pacific region. Accordingly, applications for the position of **DIRECTOR RESEARCH** are invited for its Headquarters located in Dhaka, Bangladesh are invited.

*[Women candidates of CIRDAP Member Countries (CMCs) are encouraged to apply]*

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|                        |   |
|------------------------|---|
| Functional Title       | : Director Research   |
| Level                  | : P-4   |
| Organization           | : Centre on Integrated Rural Development for Asia and the Pacific         |
| Division               | : Research Division   |
| Location               | : Dhaka City, Bangladesh  |
| Recruitment Status     | : Professional Category   |
| Duration of Assignment | : Initially for a period of 03 (three) years including one year probation |

**Background**

CIRDAP was established with the auspices of Food and Agriculture Organization (FAO) of the United Nations on 6<sup>th</sup> July, 1979. It has 15 members countries namely, Afghanistan, Bangladesh (Host State), Fiji, India, Indonesia, Iran, Lao PDR, Malaysia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam. The purpose of CIRDAP is to provide technical support and promote innovative best practices on sustainable IRD amongst member countries in Asia-Pacific in order to improve the lives of the rural people.

**Position Purpose**

The Director Research supports the Director General by conducting research on CIRDAP Focus areas under the Sustainable Development Goal and identifies areas for further research, pilot projects and training.

**Key Duties and responsibilities**

Under the direct supervision of the Director General of CIRDAP, the staff member is responsible for carrying out the following duties and responsibilities:

- (i) Determine relevant thematic topics from CIRDAP Focus areas and conduct researches;
- (ii) Develop thematic topics from Research findings for further research, pilot projects, training and other related activities;
- (iii) Develop proposals for funding consideration by potential donors;
- (iv) Ensure efficient and effective management of Research programme activities through proper identification, implementation, monitoring & evaluation and regular reporting of research activities;
- (v) Ensure to strengthen collaboration with existing CIRDAP Link Institutions (CLIs), existing development partners and establish new partnerships with reputable Research institutions;
- (vi) Support Director Administration and Finance in the overall administration of the Research Division; and
- (vii) Perform other duties and responsibilities assigned by the Director General.

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**Qualification:**

- (i) Relevant Master's Degree preferably with Doctoral from a recognized University;
- (ii) Minimum 5 years' experience in the field of research;
- (iii) Some experience in other fields would be advantage;
- (iv) Have published Books and Journals on research work; and
- (v) Citizen of CIRDAP Member Countries.

**Competencies:**

- Having research knowledge and skills and ability to write good Research proposals and reports ;
- Good in communication skills and able to relate well with others;
- Able to demonstrate good management and leadership skills;
- Having sound knowledge and skills and experience on programme management;
- Ability to establish and network with stakeholders;
- A good planner and organizer;
- Able to demonstrate the values of Diligence, Integrity, Transparency & Accountability whilst executing duties;
- Below 60 years, preferably not exceeding 57 years.

**Salary & Other Benefits**

Level P-4 (Step-I to IV) carries base salary of US\$ 36,842 to US\$ 39,664 per annum 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, Annual Leave 30 days, Travel to Home Country once in two years along for Self & Family Members up to a maximum of five adult fare and Partly Furnished Accommodation at an approved monthly rent etc. However, Staff Rules and Benefits are under review.

**Application to be sent to:**

Applications with recent CV along with a passport size photograph and filled-in CIRDAP Personal History Form (available in CIRDAP website: [www.cirdap.org](http://www.cirdap.org)) should be submitted by the Applicant directly to the Contact Ministry of the respective country for endorsement and a copy to the Director General, CIRDAP through E-mail: [dgcirdap@cirdap.org](mailto:dgcirdap@cirdap.org)

*(The Management of CIRDAP reserves all the right to make any decision without assigning any reason whatsoever)*

## VACANCY



**CENTRE ON INTEGRATED RURAL DEVELOPMENT FOR ASIA AND THE PACIFIC**  
(Regional and Intergovernmental Organization, based in Dhaka, Bangladesh)

**Position: Director Research**

For those interested, please visit our Website: [www.cirdap.org](http://www.cirdap.org) for details.

Director General, CIRDAP