Job Description for Communications Officer
Terms of Reference

<table>
<thead>
<tr>
<th>Title</th>
<th>Communications Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective</td>
<td>Support and maintain internal and external communications with project collaborators, implementing agencies, service providers and assist to execute the communications strategy, maintain project documentation</td>
</tr>
<tr>
<td>Duties</td>
<td>Communications Officer is primarily responsible for supporting the supervisor implementing the communications policy, strategy and guidelines. The officer will also maintain project documentation.</td>
</tr>
<tr>
<td>Location</td>
<td>Duty station Dhaka with travel as per the need to field offices and working sites.</td>
</tr>
<tr>
<td>Reports to</td>
<td>Coordinator – Communications and Social Issues</td>
</tr>
</tbody>
</table>

Essential Functions and Responsibilities

- Assist to ensure compliance of activities with project communication strategy by following donor and Swisscontact guidelines
- Develop key promotional messages in consultation with the project team
- Participate in developing and evaluating feasibility, efficiency and quality of Information Education and Communication (IEC) materials
- Assist in coordinating communication activities and events of the project and partners
- Assist in conducting awareness raising campaigns, events, information dissemination workshops, etc. for target groups
- Undertake sporadic field visits to monitor programme implementation and liaise closely with target groups
- Participate in donor visits for showcasing project progress and achievements
- Take lead in dissemination of communication materials to relevant stakeholders
- Draft case studies and relevant project documents and suggest recommendations on varied issues (as and when required)
- Maintain documentation management system (hard copy and on network)

Other Duties and Responsibilities

The officer may be required to perform duties that are beyond the scope of the job description in mutual discussion and agreement with the supervisor.

Knowledge, Skills and Experience

The individual must conform to the following qualifications:

- At least a Bachelor’s degree in Social Science/Mass communication
• At least 3 years of professional work experience in designing and executing communication activities, preferably in development programmes

• Ability to work in a team and to sometimes tight deadlines in a dynamic and fast-paced work environment

• Very good mastering of English and Bangla (both verbal and written)

• Knowledge of and experience with media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media. Experience with communication/ creative agencies/ vendors will be added advantage

• Ability to communicate with people outside the organisation, representing the organisation to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail

• Ability to create new ideas, relationships, systems, or products, including creative contributions

• Proficient in use of computer applications related to the tasks

• Experience of working with local NGOs, INGOs and government bodies would be an advantage

Physical Demands

Field visits play a large part in the incumbent’s activities; as such, it is expected that the incumbent is willing and able to take part in such activities as and when needed and sometimes with short notice.

Working Conditions and Environment

This will be according to the Swisscontact Staff Manual

*Note: These job descriptions can be amended by the Project Manager as per the need.*
Job Description for Officer Monitoring and Result Management (MRM)
Terms of Reference

<table>
<thead>
<tr>
<th>Title</th>
<th>Officer Monitoring and Result Management (MRM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective</td>
<td>Contribute to smooth functioning of the MRM activities</td>
</tr>
<tr>
<td>Duties</td>
<td>The MRM officer is primarily responsible for supporting the supervisor implementing the MRM policy, strategy and guidelines and supporting project team and partners with day to day MRM activities.</td>
</tr>
<tr>
<td>Location</td>
<td>Duty station is at Dhaka with extensive travel as per the project’s needs.</td>
</tr>
<tr>
<td>Reports to</td>
<td>Coordinator MRM</td>
</tr>
</tbody>
</table>

Essential Functions and Responsibilities

- Assist with formulation and update of MRM relevant documents
- Assist periodic review of MRM implementation, monitoring and reporting mechanism
- Train and support project staff and partners on MRM methodology, technical issues of data collection and entry
- Assist in preparing technical papers, reports and status reports for management
- Assist with timely processing, analysing and dissemination of MRM findings and document best practices to facilitate evidence-based planning, learning and decision-making
- Conduct field missions to monitor programme implementation and verification of data provided
- Assist with designing and implementing survey and studies
- Supervise data entry

Other Duties and Responsibilities

The incumbent may be required to perform duties that are beyond the scope of the job description given above in mutual discussion and agreement with the supervisor.

Knowledge, Skills and Experience

The individual must possess the following qualifications:

- At least a Bachelor’s degree in Business/Economics/Statistics
- At least 3 years of professional experience in project work and familiar with MRM concepts and requirements
- Proficient in use of computer applications related to the tasks
- Familiar with database concepts, good (beyond beginner) skills with Excel and SPSS
- Ability to work in a team and to sometimes tight deadlines and in a dynamic work environment
• Analytical mind, diligent in work
• Good mastering of English and Bangla (both verbal and written)
• Experience of working with local NGOs, INGOs and government bodies would be an advantage

Physical Demands
Field visits play a large part in the incumbent’s activities; as such, it is expected that the incumbent is willing and able to take part in such activities as and when required.

Working Conditions and Environment
This will be according to the Swisscontact Staff Manual.

Note: These job descriptions can be amended by the Project Manager as per the need.
Job Description for Finance Officer
Terms of Reference

<table>
<thead>
<tr>
<th>Title</th>
<th>Finance Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective</td>
<td>This position deals with the accounting and financial matters of the project. The primary purpose of this position is to assure that the project is running smoothly and without disruptions with respect to financial and reporting needs. This position reports to the Senior Manager Finance and Administration</td>
</tr>
<tr>
<td>Location</td>
<td>Duty station is at Dhaka and may need to travel occasionally as per the project’s needs</td>
</tr>
<tr>
<td>Reports to</td>
<td>Senior Manager Finance and Administration</td>
</tr>
</tbody>
</table>

Essential Functions and Responsibilities

Finance Officer serves as a representative of Swisscontact – Bangladesh, displaying courtesy, tact, consideration, and discretion in all interactions with other members of the organization and with the public.

Finance Officer’s duties include, but are not limited to the following:

- Checking and preparing vouchers and journal entries in line with project requirements
- Maintaining bank transaction
- Maintaining petty cash book
- Maintaining voucher file for bank payment/receipt, journal and others
- Field visit for financial monitoring as and when needed
- Ensuring IOUs are settled within prescribed time
- Disbursing cheques to Project’s vendors and partners
- Ensuring deduction at source and advance payment of income Tax and VAT from all kinds of payments and safe keeping of the Tax and VAT Challan
- Assisting the Finance and Administration Manager in executing financial activities
- Supporting the Finance and Administration Manager in preparing for external audits and works with external auditors

Any other tasks assigned by the line supervisor

Other Duties and Responsibilities

Additional important duties performed occasionally:

- Assists in monitoring the expenditure processes in accordance with policy and procedures
- Ensures the veracity and authenticity of Project’s financial transactions
- Supports administration in the procurement process
• Maintains integrity and confidentiality of all the financial transactions

Knowledge, Skills and Experience

The individual must possess the following qualifications:

• At least a Bachelor degree in Business Administration/Accounting/Finance
• At least 2 years of professional experience in a comparable position
• Computer literate, advance knowledge in excel is preferable
• Ability to work in a team and to tight deadlines and in a dynamic work environment
• Good reporting and analytical skills
• Good command over verbal and written communication in English and Bangla
• Experience of working with local NGOs and INGOs would be an advantage

Working Conditions and Environment

This will be according to the Swisscontact’s Employee Manual.

Note: These job descriptions can be amended by the Project Manager as per the need.