



SAARC AGRICULTURE CENTRE (SAC)
BARC Campus, Farmgate, New Airport Road
Dhaka-1215, Bangladesh



Investing in rural people

(Consortium for Scaling-up Climate Smart Agriculture in South Asia (C-SUCSeS))

VACANCY RE-ANNOUNCEMENT (Local recruitment)

Post	:	Program Officer
Name of Project	:	Consortium for Scaling-Up Climate Smart Agriculture in South Asia (C-SUCSeS)
Age	:	Not more than 48 (fortyeight) years
Duty Station	:	SAARC Agriculture Centre, Dhaka, Bangladesh
Duration	:	3 years or till completion of the project.

TERMS OF REFERENCE FOR PROGRAM OFFICER

Scope of work:

The incumbent will work closely with and under the supervision of the Project Coordinator for the achievement of project's goals. The Program Officer's main responsibility is to assist the Project through the performance of the following duties and responsibilities:

- Work closely with and under the supervision of the Project Coordinator for the achievement of project's intended outcomes.
- Assist Project Coordinator in preparation of project work plans, project calendar, and timelines. In particular, the Annual Work Program and Budget to be submitted for approval by the PSC and No Objection from IFAD.
- Carry out monitoring and evaluation (M & E) activities of the project in accordance with IFAD's guidelines for project monitoring and evaluation.
- Coordinate project related M&E activities with different partners and ensure that lessons learnt are incorporated in project development and implementation.
- Collect M & E data from different partners and prepare progress report based on inputs and results from IFPRI and NARES.
- Carry out assessment at various stages of programme implementation and consolidate the findings in an Annual Report.
- Assist in coordination and communication among the implementing agencies and other partners.
- Assist in the effective and timely implementation of all components of the project, based on the approved AWPB and the project's Project Implementation Manual.
- Maintain program meeting minutes and related material.
- Assist in developing deliverables and monitoring status, including document creation, presentation preparation, logistical support.
- Assist to coordinate planning for events, meetings, conferences, and presentations which may include coordinating arrangements for participants.

Required Qualifications:

- Have academic degree in Agriculture, Natural Resources Management, Agronomy, Environmental Science and related disciplines. A Master degree will be a preference.
- Familiarity with agriculture, climate change and food system in developing countries.
- Four-year experience of working in multi-country program/projects and more specifically on monitoring and evaluation of the project.
- Four-year experience in rural development projects with emphasis on participatory-oriented research.
- Ability to synthesize multiple data sources and manage personalities while keeping tasks or projects on time and on budget.
- Strong interpersonal skills and ability to communicate with diverse audiences.
- Excellent knowledge of English.
- Knowledge of languages of SAARC Member States, other than the native one, will be an advantage.

Remuneration:

Monthly consolidated remuneration of US \$ 750

General Information:

Preference will be given to a person having work experience in related field (*project management, monitoring and evaluation*).

Application in prescribed form (*available at the SAC web site: www.sac.org.bd*) duly filled in by the applicant should reach to the Director, SAARC Agriculture Centre (SAC), Farmgate, Dhaka-1215, Bangladesh on or before **27 July, 2021**. Only shortlisted candidates for the post will be contacted.

For any clarification, please contact Dr. Md. Baktear Hossain, Director, SAC, email: director@sac.org.bd