



Coordinator - Civic Engagement
(One position - based in Dhaka)
Grade: 4, Step: 1, Gross monthly salary: BDT 177,104.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi nationals for the position of **Coordinator – Civic Engagement**, to be recruited for its project titled, Participatory Action against Corruption: Towards Transparency and Accountability (PACTA) (up to December 2026). Upon joining, the incumbent will be regarded as a member of the team for TIB's core project. This position is reportable to the Director - Civic Engagement.

Job highlights:

As a member of the Civic Engagement Division, the Coordinator – Civic Engagement will:

- Plan, coordinate and provide strategic guidance for implementation of civic engagement programme with respect to designated clusters of field operations in terms of mobilizing the community and core actors e.g. Committees of Concerned Citizen (CCC), Youth Engagement and Support (YES) and Active Citizens' Group (ACG) involved with TIB on voluntary basis;
- Provide strategic guidance and support to mobilize and coordinate with CCC and YES in transforming the on-going civic engagement programming in line with goals and objectives of relevant project and develop programme strategies, manuals and guidelines for rapport building with stakeholders for strengthening the social movement against corruption;
- Supervise, coordinate and guide the process of community monitoring by Cluster and Area Coordinators to identify governance gaps/challenges and engage for corrective action in selected sectors namely, social protection, health, education, land, environment, and construction with the specialized digital tool or Apps, and engage for corrective actions;
- Oversee and coordinate the mobilization of the Dhaka based YES groups at the national level to implement activities consistent with program need;
- Oversee the systematic use of Apps at all levels of the monitoring process in the selected sectors. Subsequently, follow up on the action plan to engage for change at field level based on the gathered data, and contribute to national level policy engagement in collaboration with other divisions and units;
- Coordinate and monitor that the results of data analyses are being properly translated and implemented at the district and sub district levels. Also provide effective feedback to the data analyst team at the HQ for further improvisation of the Apps and its application;
- Coordinate and follow up the local initiatives/advocacy efforts to ensure strategic linkages between local and national level activities relevant to the project objectives and goal set in the logical framework for reporting results and learning;

- Undertake properly planned field visits within assigned clusters to follow-up on activities undertaken by the CCC-YES-ACG; monitor progress, guide and advice Area Coordinators and Cluster Coordinators; engage with CCC/YES/ACG to gather spontaneous feedback; and trouble-shoot, if necessary; Monitor and supervise regular field based interventions and provide technical advice for ensuring an effective and quality programme implementation;
- Oversee the work of random monitors and integrate the identified risks/issues in the follow-up advocacy plan and implement accordingly;
- In collaboration with MEL and other units, develop plans for sector specific evaluation/ assessment and review of the relevant outputs, outcomes and impact of different interventions; Also provide necessary feedback to the Research & Policy division and Outreach & Communication division to amplify and replicate the good practices and lessons learnt;
- Provide substantive inputs to programme assessment and document results achieved through programme interventions;
- Provide technical support to cluster team members and build their capacity for collating and disseminating lessons learnt, success stories and case studies on good practices;
- Oversee and coordinate the activities and functions of Cluster Coordinators and at times randomly monitor and supervise the work of other field staff;
- Based on the Annual Work Plan and budget, develop and appropriately apply framework for programme and process monitoring of the project;
- Ensure proper utilization of budgetary allocation from the value for money perspective; Monitor the trends of expenditure by liaising with the Finance team and field staff;
- Evaluate the capacity of CCC/YES/ACG under assigned jurisdiction in collaboration with MEL and where necessary, other divisional teams, to assess their relative strengths and weaknesses and formulate and implement need-based improvement initiatives including capacity building;
- Analyze relevant audit reports and take necessary corrective measures for further improvements;
- Contribute to ensuring regular overall cross-divisional coordination of CE division's work with other streams of project implementation and management support units;
- Represent the organisation in different stakeholder meetings/platforms as/when/where relevant and/or necessary;
- Perform other duties as and when necessary and assigned by the management.

Educational qualification, experience and other skills:

- Applicant must have a Master's degree preferably in a subject of Social Science or in any discipline relevant to governance and development;
- Candidates with a third division or a GPA below 2 in SSC/HSC or a CGPA below 2.5 as applicable, need not apply;
- Candidates must have minimum 8 (eight) years of relevant experience of project implementation in the NGO sector, of which at least 5 (five) years in a managerial position;

- Expertise and experience in social mobilization and civic engagement and participatory campaigns for social change involving volunteers, particularly youth;
- Good understanding of anti-corruption social movement and experience in app-based community monitoring and data management will be given preference;
- The ideal candidate should have strong presentation skills, leadership and team-building qualities, monitoring and supervisory skills, mentoring capabilities and staff management capacity. S/he must be comfortable working with people of diverse age-groups and from various social, economic and professional backgrounds;
- Candidates must have excellent skills of communication, both oral and written, in Bangla and English and robust computer knowledge, functional in MS Word, Excel, PPT, etc;
- Experience in an anti-corruption organization will be an added advantage.