



**Position: Deputy Coordinator- Civic Engagement  
(Two positions- based in Dhaka)**

**Grade: 3, Step: 1, Gross monthly salary: 137,550.00**

Deputy Coordinator Civic Engagement (CE), to be recruited for PACTA (Participatory Action against Corruption: Towards Transparency and Accountability) – the core project of Transparency International Bangladesh (TIB), provisionally for the period up to December 2026. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project.

**Job description:**

The Deputy Coordinator CE will be responsible to assist Coordinator/Director (CE) to:

1. Plan and coordinate the implementation of a civic engagement programme at 45 locations (districts and sub-districts) and working closely with Area Coordinators, Cluster Coordinators, Committees of Concerned Citizens (CCC), Youth Engagement and Support (YES) groups and Active Citizens' Groups (ACG) engaged in social movement against corruption at the local level;
2. Provide strategic guidance and support to mobilise and coordinate with CCC and YES in transforming the ongoing civic engagement programme in line with the goals and objectives of the PACTA Project.
3. Develop programme strategies, manuals and guidelines for rapport building with stakeholders to strengthen the social movement against corruption;
4. Guide and oversee the process of PactApp-based community monitoring to identify governance gaps/challenges and based on the app-generated data engage with relevant stakeholders for corrective action in selected sectors.
5. Coordinate, monitor and analyze the results of the app-based community monitoring at the district and sub-district levels. Also, provide effective feedback to the data analyst and research teams at the Head Office for further improvisation of the App and its application as well as national level advocacy based on community monitoring data;
6. Collate and analyse local-level policy issues for advocacy aimed at developing local-national linkage for advocacy;
7. Follow up on 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;
8. Design and implementation of different forms of citizens' engagement, e.g. campaigns and mobilisation, at the local level.

9. Provide substantive inputs to programme assessments and ensure that proper documentation of results, challenges and lessons learnt are made and reported;
10. Monitor progress, engage with CCC/YES/ACG to gather spontaneous feedback and troubleshoot, by undertaking necessary field visits to the CCCs in respective clusters to necessary;
11. Oversee and coordinate the mobilisation of the Dhaka-based YES groups at the national level to implement activities consistent with programme needs;
12. Ensure cross-divisional coordination of the work of the CE division and the work of other divisions to ensure synergy in the implementation of the Project;
13. Document, produce and disseminate communication products related to the implementation of Civic Engagement activities;
14. Document, produce and disseminate best practices of CCCs/YES, in both English and Bangla;
15. Assist the Management Information System (MIS) unit in maintaining the database for CCC, Youth Engagement Support (YES) and Active Citizens' Group (ACG) members;
16. Provide and update information on Civic Engagement on the organisational website and facilitate, oversee and monitor any digital and other communication platforms used by core actors of TIB using TIB identity;
17. Prepare monthly, quarterly, semi-annual and annual reports on project implementation;
18. Take a lead role in preparing the reports/ minutes of various events, e.g. conventions, CCC President-Vice President meetings/ ACG Conveners' meetings/Sub-Committee Conveners' meetings, day observations and national level events (when necessary), etc;
19. Act as the custodian of all Civic Engagement-related information and documents; and
20. Perform any other duties as and when necessary and assigned by the management.

### **Educational Qualification:**

- Applicants 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, are not considered to meet the necessary requirements.
- Candidates with academic or professional experience/training on good governance and Anti-Corruption will have an advantage.

### **Experience:**

- Candidates must have at least seven years' experience in relevant fields i.e. campaign, mobilisation, citizens' engagement. Experience in documentation, publication and communication related to engagement with the local community including the youth will be given preference;

**Skill:**

- Strong knowledge and experience of voluntary civic engagement including the youth, on issues of public interest;
- Sound knowledge of social mobilisation and campaigns strategies;
- Proven skills in documentation, material development and report-writing;
- Good command in writing and speaking both in Bangla and English; and
- Good computer skills including proficiency in MS Word, MS Excel, PPT and publication-related software

**Other requirement:**

- Candidates having sound understanding of issues of good governance and anti-corruption will have an advantage;
- Candidates with experience in community monitoring on social issues using mobile App are encouraged to apply;
- S/he must be committed to equality and co-existence of all people irrespective of sex, religion, caste, ethnicity and other markers of identity and must be comfortable working with people of diverse age groups and from various social, economic and professional backgrounds;
- Experience of working in an anti-corruption organisation will be an added advantage.