



Area Coordinator – Civic Engagement
(Two positions – Field based)

Grade: 2, Step: 7, Monthly Gross Salary - Taka 112,369.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi nationals for the position of **Area Coordinator – Civic Engagement**, to be recruited for its project titled, Participatory Action against Corruption: Towards Transparency and Accountability (PACTA) (upto 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 Cluster Coordinator- CE.

Job description:

- Plan and coordinate implementation of civic engagement programme for the assigned area (at district/upazila level) and working closely with Committees of Concerned Citizens' (CCC) and Youth Engagement and Support (YES) groups involved with TIB on voluntary basis;
- Mobilize and coordinate with CCC and YES in transformation of on-going civic engagement programing in line with goals and objectives of relevant project;
- Undertake stakeholder mapping to form the Active Citizens' Groups (ACG) and where needed, CCC/YES and mobilize ACGs in respective area to conduct regular community monitoring;
- Facilitate community monitoring by ACGs to identify governance gaps/challenges to engage for corrective action in selected sectors, namely, social protection, health, education, land, environment, and construction with the specialized digital tool or Apps;
- Provide/organize/facilitate trainings for selected YES/ACG members on the use of Apps;
- Facilitate monthly Community Action meetings with ACG to assess progress and engage relevant authorities to initiate change;
- Organize coordination meetings of core actors (CCC-YES-ACG) and maintain regular and effective contact to facilitate proper implementation of project activities including involvement of general people in the respective area;
- Undertake institution mapping at the local level to capture in detail locations where public services are delivered at the district/sub district levels;
- Ensure effective coordination and communication with various stakeholders including the relevant authorities in selected sectors and beyond, local media, NGOs, CBOs, CSOs, professionals, youth fora/groups, community clubs, local women's groups, etc.;

- Represent TIB at local level NGO coordination initiatives by relevant government authorities or other stakeholders and maintain positive and constructive relationships;
- Facilitate and cooperate with the work of random monitors and integrate the risks/issues identified by them in the local level advocacy plan;
- Organize trainings/orientations for CCC/YES/ACG on anti-corruption social movement,
- National Integrity Strategy (NIS), SDGs, human rights, gender issues including safeguarding against harassment and bullying among others, as and when needed and/or appropriate;
- Maintain regular communication with local level service delivery institutions and explore and utilise scope for evidence based-advocacy with them;
- Prepare periodic plans of work, review and progress reports, and compile good practice documentation in both Bangla and English;
- Ensure regular and updated documentation and produce reports in line with project monitoring and learning;
- Coordinate and manage visits by evaluation missions and development partners;
- Handle and maintain day to day petty cash and accounts in respective area;
- Follow up on audit observations/recommendations and reports regarding the performance of CCCs and assist to minimize the observations and performance deviations;
- Perform any other duties as and when necessary as assigned by the management.

Educational qualifications, experience and other skills:

- Applicants must have a Master's degree, preferably in a Social Science or any other subject 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;
- Sound computer skills including proficiency in MS Word, MS Excel, PPT etc.;
- Proficiency in English and Bangla, both written and spoken;
- Must have a minimum of 4 years of experience, of which 2 years as head/in-charge of designing, planning and implementing campaigns at the local level, especially to mobilize and engage citizens/youth groups;
- Training on gender-related issues will be an added advantage;
- Understanding on rights-based approach and social movement;
- Basic knowledge on transparent and accountable financial management, especially in handling day to day finance and accounting;
- Experience in using app-based monitoring will be given preference;
- Knowledge of using different social accountability tools with particular relevance to corruption prevention, and experience in conducting evidence-based advocacy with local level authorities will have advantage;
- Experience in an anti-corruption organization will be an added advantage