



KRISHI GOBESHONA FOUNDATION

A non-profit foundation for sustainable support to agricultural research & development
Established 2007 [Company Act. Reg. No. C-684(05)07]

Memo No: KGF-BKGET/IT-01/ARMIS/2018/ 514

Date: 20/11/2018

Enhancing Efficiency in Research Planning through Institutionalization of ARMIS.

Request for Expressions of Interest (EOI) for selection of 06 (six) Personnel.

Bangladesh Agricultural Research Council (BARC) designed, developed and implemented Agricultural Research Management Information System (ARMIS) project during 2013-2015 for enhancing research management capacity of NARS. The project successfully developed a database of 26,500 no. of agricultural research information since 1971 until 2015 and made it ready for users as a decision support tool to avoid wasteful research duplication and development of future research planning. However it has been felt necessary to keep the database updated through the institutionalization of the system (ARMIS). KGF formulated the 3rd phase of the project on behalf of BARC to be implemented and financed by KGF. It may be mentioned that Ministry of Agriculture also has given directive to update the agricultural research database for bringing efficiency of research management.

Applications are invited for the following positions under the project entitled "Enhancing Efficiency in Research Planning through Institutionalization of Agricultural Research Management Information System (ARMIS)" of KGF, BARC Campus, Farmgate, Dhaka-1215.

SL#	Name of the Position	Qualification and Experience	Terms of Reference (ToR)
1	Research Management Specialist (ARMIS) Position: 03 Duration: 36 Months Each	Academic: <ul style="list-style-type: none">The prospective candidate should have a Post-graduation degree in the broader field of Agriculture, Food or relevant field. Experience: <ul style="list-style-type: none">S/he should have at least 25 years work experience in agricultural research management position. Must have experience of institutional dynamics including universities and mechanism of research output preparation and documentation in the form of digital database for professional use at the institutional level.Must have minimum 5 years work experience in planning, organizing & managing training and communication activities, workshop, and public awareness activities in any research/university/private organizationMinimum 3 years of work experience in research oriented projects;High level of proficiency in written and spoken English and report writing ability	<ol style="list-style-type: none">Collation of research output/ data from targeted organizations/universities and monitor data gathering and entry activities by them.Facilitate institutionalization of incorporation of research led output/data into the ARMIS database on a sustainable way.Guidance, supervision and assistance on research data input by the participating agencies/individuals.Ensure quality of research information/data entered into the system.Maintain strong liaison with the concerned organizations and resolve constraints, as and when needed.Assist the project management in preparation of progress or any other reports as and when needed.Participate and act as resource person in skill development activities.Work under the active guidance/advice of Project Manager.Participate to analysis, design and develop a sustained ARMIS system/ Create or establish sustained mechanism of ARMISDevelop and refine results frame work of the project activities;

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SL#	Name of the Position	Qualification and Experience	Terms of Reference (ToR)
		<ul style="list-style-type: none"> Computer literacy skills (MS Word, Excel, PowerPoint etc.) is desirable and obviously must have ability to use email/internet, scanner and web based application. Persons having agricultural research background and work experience on similar type of project will be given preference. 	<ul style="list-style-type: none"> (xi) Facilitate training, workshop, hands-on training or seminar (xii) Any other task assigned by the project management/KGF
2	Senior Programmer (ARMIS) Position: 01 Duration: 36 Man Months	Academic: <ul style="list-style-type: none"> The candidate should have a graduation degree in Computer Science/Computer Science and Engineering/Information System/relevant disciplines from recognized university. Experience: <ul style="list-style-type: none"> Minimum 5 years of work experience in web based application development process along with specific skill in PHP and its Framework, MySQL, SQL, Oracle, Ajax, JQuery, JavaScript, Bootstrap, RDBMS architecture and MIS development. Computer literacy skills (MS Word, Excel, PowerPoint etc.) is desirable and obviously must have ability to use email/internet, scanner and web based application. Work experience on similar type of project will be given preference. Knowledge about cyber security will be an added advantage. 	<ul style="list-style-type: none"> (i) Follow the System Development Life Cycle to develop the ARMIS software as and when necessary. (ii) Fix and follow appropriate software engineering development process to develop the system successfully. (iii) Modify, update or create source code of the ARMIS software. (iv) Ensure and establish web security to prevent cyber attack through database, and application level. (v) Make the software user friendly (vi) Perform Planning, Feasibility Study, Requirement Analysis, and System Design and then develop the system accordingly. (vii) Testing and maintenance the ARMIS software that will ensure smooth, errorless and user friendly operation of the system. (viii) Maintain strong liaison with the concerned organizations and resolve constraints as and when necessary. (ix) Assist the project management team in preparation of progress or any other reports as and when needed. (x) Participate and act as resource person in skill development activities. (xi) Work under the active guidance/advice of project management team and or team leader. (xii) Disseminate the news in broader areas about the activities of ARMIS (xiii) Participate to analysis, design and develop a sustained ARMIS system/ Create or establish sustained mechanism of ARMIS (xiv) Develop and refine results frame work of the project activities; (xv) Facilitate training, workshop, hands-on training or seminar (xvi) Any other task assigned by the project management/KGF

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3	Assistant Research Management Officer (ARMIS) Position: 01 Duration: 36 Man Months	Academic: <ul style="list-style-type: none">• Minimum Master Degree in Agriculture Science/Economics/ Statistics or relevant fields. Experience: <ul style="list-style-type: none">• Minimum 8 years of work experience in agricultural related organizations/projects.• Computer literacy skills (MS Word, Excel, PowerPoint etc.) is desirable and obviously must have ability to use email/internet, scanner and web based application.• Persons should have adequate exposure in office management related works including accounts matter.• Work experience on similar type of project will be given preference.• Mid level of proficiency in written and spoken English and report writing ability.	i) Collect research data from the NARS organizations, universities, from journals and others and add value for induction in the ARMIS database. ii) Organize workshop/training programs at different parts of the country. iii) Assist the project management in preparation of progress or any other reports as and when needed. iv) Jointly perform all activities related to accounts and office management. v) Maintain close linkage with the concerned organizations/individuals for smooth implementation of activities. vi) Work under the active guidance of the project management/KGF vii) Any other task assigned by the project management/KGF
4	Database Management Assistant cum Office Assistant (ARMIS) Position: 01 Duration: 36 Man Months	Academic: <ul style="list-style-type: none">• Graduate in any discipline. Experience: <ul style="list-style-type: none">• Persons should have experience in agricultural research information project including data encoding.• Experience in office management	i) Data entry, report and other document typing. ii) Assist the project management in performing the task assigned as and when needed. iii) Jointly perform all activities related to office management. iv) Any other task assigned by the project management

Interested candidates are requested to submit their most recent CV along with two copies of passport size photographs, all attested documents (Educational certificate, experience certificate, national ID, and additional documents if any and a brief write up justifying application's suitability for the position. Applications must be reached on **03.12.2018 before 05:00 p.m.** in a sealed envelope with mentioning the name of position, address to: The Executive Director, Krishi Gobeshona Foundation (KGF), AIC Building (3rd floor, Room no. 421), BARC Campus, Farmgate, Dhaka-1215. Persons who are already employed shall apply through proper channel. Only short listed candidates will be invited for the interview.

The authority reserves the right to accept or reject any or all of the EoIs without assigning any reason thereby.

(Dr. Wais Kabir)
Executive Director
Krishi Gobeshona Foundation (KGF)