



**Ministry of Local Government, Rural Development &  
Cooperatives  
Local Government Division  
Local Government Engineering Department**

## **2.5 Guidelines for Revision of Job Descriptions**

**Project Coordination Office  
City Governance Project (CGP)**

**February 2018**



**Assisted by  
Japan International Cooperation Agency-JICA  
and  
Urban Management Unit, LGED**

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## **1. Introduction**

Rapid urbanization accelerated by industry led economic growth has been taking place in Bangladesh. Potential of economic growth in urban area is worthy of notice. There are 335 Local Government Institutions which cover 8% of total geographical area of Bangladesh and 30% of total population, while it accounts for 60% of total national growth. On the other hand, negative impact caused by the dramatic change in urban area is observed. It is because the functions of municipalities and city corporations prescribed in Local Government (Pourashava) Act 2009 and Local Government (City Corporation) Act 2009 which are very relevant to the demand of city dwellers and urban development are not implemented in an appropriate manner. In order to improve the public services provided by urban local governments, several urban development projects are/were implemented by LGD and LGED with financial assistance of different development partners and government own fund. Based on the experiences gained through implemented projects, effective activities for improvement of urban governance have been formulated as a program, and well accepted. The urban governance improvement programs have been implemented to ensure good governance of those urban local government institutions namely Paurashava for equal, social harmony and planned development. Initiating urban governance improvement, LGD and LGED with financial support of JICA commenced a project named City Government Project (CGP) in 5 City Corporations.

A guideline has been prepared that will be used in preparing and/or revising job descriptions for given positions in the respective departments.

## **2. Justifications**

Job description is a guideline of daily work for every officer. Though officials of City Corporation need to work out of job descriptions when needs arise, they should be aware of minimum responsibilities to maintain. Job descriptions are given to relevant officials in CC, but they sometimes are not sufficient to cover the functions of City Corporation which are describe in CC Act.

This activity is to review the job descriptions according to Administrative Reform Plan (ARP). In ARP, performance of CC in the given functions has been analyzed, and actions to be taken are proposed. Thus, CC will review the job descriptions based on the analysis of functions.

## **3. Relevant issues of CGIAP:**

### **3.1 Task:**

Individual officer and staff of city corporation require the Job Descriptions to make sure their responsibilities and provide service effectively. It should be revised periodically to meet the needs of citizens.

Task 1: Review functions of CC by concerning department

Task 2: Job description is revised according to the functions in Act by each department

Task 3: CDU review job description

Task 4: Revised job description approved by City Corporation meeting

Task 5: Circulate the Job Description to all the officer and staff by official letter signed by Mayor

Job descriptions are reviewed by CDU

### **3.2 Action by:**

Head of all departments

### **3.3 Time Schedule:**

Task 1, 2: by end of 1<sup>st</sup> year

Task 3, 5: by end of 2<sup>nd</sup> year

Task 6: by end of 4<sup>th</sup> year

### **3.4 Indicators:**

- 1<sup>st</sup> Performance Review: Job descriptions are reviewed and approved by City Council  
Job descriptions are supposed be reviewed and approved by relevant ministries and departments, but approval of relevant ministries is not requirement for this indicator. As minimum required, the proposed job descriptions should be approved by City Council.
- 2<sup>nd</sup> Performance Review: Job descriptions will be reviewed by the City Corporation.  
After two years' first review of job description, CC reviews the job descriptions. It should also be approved by City Council

## **4. Objectives**

- To review job descriptions based on ARP

## **5. Relevant Organizations, Stakeholders and their role**

### **5.1 Each department of CC**

Each department is requested to review ARP as a part of ICGIAP activity (2.2 Administrative Reform Committee established). When the departments review ARP, they will also review the job descriptions of relevant officials.

### **5.2 Administrative Reform Committee (ARC)**

ARC is to request all departments to review ARP and job descriptions of relevant officials.

## **6. Necessary Tasks and Procedure**

### **6.1 Revision of job description**

Each department revises their existing job descriptions based on ARP. ARP shows performance of relevant functions. The departments identify any functions which are not implemented, and allocate tasks to officials to achieve the functions.

There are many reasons that a department cannot implement functions, but in the revision of job descriptions, they do not have to consider other causes of their mal-function. If there are any

functions that are implemented, but not integrated in job descriptions or functions such as “*site selection of dumping site*”, then they should propose to add them.

**Annex I** is the format for revision of job descriptions. It shows (1) relevant functions of department, (2) detailed activity, (3) Performance, (4) Reasons for “Low” or “None”, (5) Responsible position for the function and (6) Proposed Job Description. From (1) to (5) are written in ARP analysis sheet which is supposed to be revised before working on revision of job descriptions (Activity 2.2). In the process of revision of job descriptions, departments fill up (1) to (5) according to ARP, and propose necessary job descriptions in (6). Each department will submit the format to ARC after the revision of job descriptions.

## **6.2 Review of revised job descriptions**

ARC collects Revision of Job Description (Annex I) from each department, and reviews the proposal. ARC integrate the Revision of Job Descriptions submitted by each department. If it is necessary, ARC gives comments on proposed job descriptions, and requests relevant department to finalize their proposal.

## **6.3 Procedure of approval for revised job descriptions**

Compiled Revision of Job Descriptions will be submitted by ARC to City Council meeting. Mayors and councilors review the proposal, and give comments, if any. The comments of City Council meeting are given to ARC. ARC reviews the comments, and revised the job description in consultation with relevant departments.

## **6.4 Circulation of revised job descriptions**

Revised job descriptions is submitted to LGD for approval. Once it is approved by LGD, then it is circulated in CC by Mayor. MCC may be involved in the process of dissemination of new job description by using website and other media.

## **6.5 Periodical review of job descriptions**

Job descriptions should be reviewed periodically. Timing of revision can be decided by City Council meeting, but it should be revised before 1<sup>st</sup> and 2<sup>nd</sup> performance reviews during ICGP project period.

# **7. Implementation Schedule**

- Review of ARP: Follow the schedule of ARC (2.2)
- Revision of job description by each department: Immediately after the review of ARP
- Review of proposed job description by ARC: 1<sup>st</sup> quarter of 2<sup>nd</sup> year
- Approval of proposed job descriptions by City Council: 2<sup>nd</sup> quarter of 2<sup>nd</sup> year
- Submission of new job description to LGD: 3<sup>rd</sup> to 4<sup>th</sup> quarter of 2<sup>nd</sup> year
- Circulation of new job description in CC: Immediately after the approval of LGD

## Annex I Revision of Job Description

Revision of Job Description

Department of XXX

Sl. No. of Functions	(1) Functions	(2) Detail Activity	(3) Performance	(4) Reasons for Low or None	(5) Responsible Position for the function	(6) Proposed Job Description
8.8, 8.9	Private drainage (8.8, 8.9)	Permission for connection of private drainage to public drainage	None	Private drainage are not identified	Town Planner	1. Provide permission to construct private drainage with specification of drainage when building permission issued 2. Provide permission for additional private drainage with specifications of drainage
		Require the provision, alternation, covering, clearing and closing of private drains	None	There is no responsible officers	Conservancy Inspector	Conduct monitoring of private drainage and provide instruction for management of private drainage
		Inspection and control (Monitoring and reporting) of private drainage condition	None	There is no responsible officers	Conservancy Inspector	Conduct monitoring of private drainage and provide instruction for maintenance of drainage in terms of hygiene and sanitation.
None	Waste Management	Selection of dumping site	L	There is no appropriate selection criteria in terms of urban planning and environment conservation	Urban Planner	1. Set selection criteria for dumping site selection 2. Assess proposed site in the view of urban planning
					Conservancy Officer	1. Request DoE to assess impact of environment and to provide advice for selection 2. examine the site selection of dumping site in terms of hygiene and sanitation