Land O'Lakes Venture37 Bangladesh: Information Technology (IT) Coordinator

Background:
Land O'Lakes Venture37 is a 501(c)(3) nonprofit helping communities around the world build economies by strengthening agriculture from farm-to-fork, helping businesses grow, and linking farmers to markets. Since our start in 1981, we have been leveraging nearly 100 years of expertise in crop inputs, agricultural insights, dairy and animal nutrition from our close affiliate, Land O'Lakes, Inc., a farmer-owned agribusiness in the United States committed to fulfilling its purpose of feeding human progress.

Project Description:
United States Department of Agriculture (USDA)-funded Bangladesh Trade Facilitation project (BTF) will expand regional and international trade in agricultural goods by addressing systemic constraints to agricultural trade at Bangladeshi ports; simplifying and automating import and export processes; improving the capacity of government agencies, laboratories, and warehouses; and by fostering private and public investment in temperature-controlled logistics and cold storage facilities. The project aims to reduce trade costs, increase transparency, and enhance the capacity of relevant government agencies involved in facilitating trade of food and agricultural products. The project activities include automating the issuance of certificates, licenses, permits, or other orders or documents (CLPO) across Government of Bangladesh (GoB) agencies that are related to trade of food and agriculture products. The project tracks the number of users and the number of CLPOs that are submitted through automated systems rather than through paper as a measure of the volume of paperwork reduced through process automation and use of the internet. BTF also supports food and chemical laboratories to implement laboratory information management systems (LIMS) and integration of these systems with the systems used by Bangladesh Customs, including the National Single Window.

Position Summary:
The IT Coordinator supports implementation of a series of IT projects to automate and streamline the provision of trade services. The IT Coordinator applies their software development, user acceptance testing, and project management skills and know-how and works closely with managers, specialists, and technical advisors to coordinate and track progress of the IT projects undertaken by BTF and counterpart GoB agencies and laboratories. The IT Coordinator will communicate and collaborate with specialist consultants and software development firms contracted by BTF to develop, design, and implement systems that will automate processes and procedures covering application, review, payment of fees, official approvals, and issuance of CLPOs. The IT Coordinator will interact with teams at counterpart GoB agencies and IT firms to review and map business processes and current procedures, to communicate about timelines and deadlines, to organize user acceptance testing, and to maintain documents. Pending system automations are planned or underway for the Department of Livestock Services, Department of Fisheries, Bangladesh Standards and Testing Institution, Bangladesh Food Safety Authority, and a number of government and private laboratories. The IT Coordinator will assist in drafting documents and maintaining records that are integral to the success of software development activities and BTF project outcomes. This position will be based in Dhaka, Bangladesh with periodic domestic travel to laboratories and government field stations.

Reporting & Supervision:
The IT Coordinator reports to the Information Technology Specialist and does not have any supervisory responsibility.

Primary Responsibilities:
- Communicate and coordinate timelines and deliverables of external IT consultants and companies contracted by BTF.
- Review and assess if the technical requirements of deliverables have been fulfilled and communicate with consultants and IT firms about software architecture and process design

- Test as a user and evaluate beta versions of software solutions, interfaces, data exchanges, portals, and other deliverables.
- Support procurement of IT service providers and software developers, assisting in the development of scopes of work and terms of reference and the preparation of process maps and system diagrams.
- Serve on project teams and interact and communicate with officials and technicians from GoB agencies, laboratories, and with technology service providers to assess and map current systems and/or to answer technical questions or queries.
- Prepare technical meeting notes, presentations, and briefing documents relevant to IT projects.
- Monitor the progress of the external consultants.
- Work directly with Government officials, IT Firms, and other stakeholders as and when required.
- Contribute to other relevant tasks to support the BTF project's objectives as assigned.

Required Skills and Qualifications:
- Bachelor's degree in computer science engineering (CSE), Information and Communications Technology (ICT), Software Engineering, or other related discipline.
- A minimum of four years of experience in the IT industry with proven work in developing and implementing management information systems and in designing and maintaining Internet portals.
- Practical experience with Web Applications and programming languages such as JavaScript, HTML, PHP, or other programming languages is required. Experience in WordPress, MySQL, NoSQL, and PostgreSQL is expected.
- Programming experience with web-based applications and programming languages such as JavaScript, HTML, PHP, or other relevant languages is required, as is demonstrating an understanding of cyber security. Mobile application development for Android and iOS is desirable.
- Knowledge of work process automation and familiarity with the Government of Bangladesh's online Certificate/License/Permit issuance process is advantageous.
- Professional understanding of the Search Engine Optimization process and about Android and iOS-based Mobile Application Development is desirable and advantageous.
- Professional level proficiency in English language is required.
- Demonstrate proven competency in time management and multitasking.

Salary: Competitive

Job Location: Dhaka

Please apply using a cover letter and up-to-date CV as a single document and, send to msarder@landolakes.com

Application Deadline: 23 November 2024