Vacancy Announcement

Red Cross - Red Crescent movement is the largest volunteer organization in the world. Bangladesh Red Crescent Society (BDRCS) is a national society of the movement, constituted on 31 March 1973 by the President's Order No. 26 of 1973 with retrospective effect from 16 December 1971. This is the biggest humanitarian organization in Bangladesh. As an auxiliary to the government, the Society provides humanitarian assistance to the vulnerable people over the last 48 years and has undertaken a wide range of activities in humanitarian response, disaster management, health, capacity building and in promoting Red Cross/ Red Crescent ideals and principles.

BDRCS is initiating an integrated Isolation and Treatment Center in Ukhia, Cox’s Bazar near camp 7 (Rubber Garden) and in camp 2E. The IITC will be equipped to isolate suspected and confirmed COVID-19 cases form the guest population and offer symptomatic treatment for mild to moderate COVID-19 cases. Severe and critical cases will be referred to higher facilities for the time being. As the pandemic evolves the IITC may be upscaled to include severe case management. BDRCS is calling for applications for around 200 different medical and non-medical positions to be based in the IITC, in Ukhiya Upazila under Cox’s Bazar District willing to serve Forcibly Displaced Myanmar Nationals (FDMN) on a large health facility (IITC).

Currently Bangladesh Red Crescent Society is looking for a suitable Bangladeshi national for the following position under Population Movement Operation (PMO), Cox’s Bazar:

- **Job title**: Admin & Finance Officer
- **Duration of contract**: Until 31.12.2020 (With possibility of extension)
- **Organizational Unit/Department**: Health
- **Service status**: BDRCS project-based contract
- **Salary Range**: As per the BDRCS policy
- **Number of Post**: 1
- **Reporting line**: Chief Medical Officer, BDRCS
- **Age Limit**: 45 years (may be relaxed in case of outstanding candidates)
- **Duty station**: Ukhia, Cox’s Bazar (Full-time presence at Health facility)

**Key Responsibilities:**

- Overall management of Finance and Admin team incl. support staff
- Guide staff to ensure they perform in line with their JDs in a timely manner.
- Reporting to Finance & Admin team at BDRCS PMO
- Project budget analysis, identify variance, and develop control mechanism.
- Develop TOR for the internal and external audit.
• Response to audit observation if any.
• Prepare fund request for the donors.
• To know the VAT & Tax rules and implement it properly.
• Review financial reports and give feedback as deemed necessary.
• Keep the accounts and financial management transparent for all concerned.
• Prepare monthly financial statement, bank reconciliation statement and others financial related statement.
• Collect source documents from respective staff in preparing vouchers as well as other financial reports.
• All other task from supervisor will perform as and when required.

BDRCS offers...

• A highly competitive salary package, including benefits, health insurance and risk allowance.
• Full board, including accommodation, snacks and 3 meals per day on the health facility compound (IITC).
• Contracts up to December 2020 with the possibility of extension, depending on the development of the health pandemic and availability of funds.
• Off- and on-the job trainings for working in an emergency health facility (IITC).
• An enriching experience with the potential to grow professionally.

Candidates must agree with:

• Serving 8 hours per day with one day off per week.
• Serving on the health facility compound (IITC) for 10 weeks followed by 2 weeks of quarantine on the compound (IITC).
• The total duty of 12 weeks in a row (work + quarantine) will be followed by two weeks of paid leave.
• During duty, staff will not be able to leave the IITC compound, and only able to interact with externals if the duty necessitates and if approved by the line manager.

Professional Requirements:

• Master’s in commerce (major in Accounting/Finance/Management) or Business Administration
• Minimum 5 year(s) of working experience in the relevant discipline, preferably in Red Cross/Crescent Movement or NGOs or relevant organization.
• Knowledge of team leadership, logistics, facility management etc.

Perform any other work-related duties and responsibilities that may be assigned by the line manager.

If you think you are competent enough for the position, please submit your application with complete resume through BDJobs online system on or before 5:00 pm, 29 April, 2020.

Apply Online: https://hotjobs.bdjobs.com/jobs/bdrcscotx/bdrscsocotx25.htm

Only shortlisted candidates will be notified
BDRCS is an equal opportunity employer