Bangladesh Red Crescent Society
National Headquarters
684-686, Red Crescent Sarak, Bara Moghbazar, Dhaka-1217

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 from 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 Ukhia 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:

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

- Assist in recruitment & selection process.
- Has to work in a team to improve existing HR processes.
- Preparation/Issue office note, office order & circular in respect of HR issues
- Able to prepare HR budgeting & HR accounting.
- Follow-up Appointment processing, Orientation/Induction, exit interview
• Ensure transfer, increment, promotion, separation, and confirmation related work.
• Maintain documentation in Personal File and others related with HR Department.
• To improve Employees/workers and management relationship, solve unrest and conflict.
• To assist in ensuring comfortable environment at workplace
• To take initiative to increase the level of motivation of the employees and staff by counseling, awareness programs, discipline, team building activities and unsatisfactory performance etc,
• Develop HR policies, procedures, employee guidelines etc. and ensure that these are continuously updated and legally compliant,
• To check and verify all final settlements of resigned, dismissed or terminated employees
• Execute day to day HR related activities like monitoring attendance and leaves.
• Ensure timely salary disbursement, on time employee appraisal, confirmation etc. while maintaining organization's policies and procedures,
• Assist PMO HR in timely performance appraisal process.
• Others HR & administrative works time to time assigned by the Management

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 of Business Administration (MBA)
• Interpersonal skill, Report Writing, Strong knowledge on HR Operations Business Communication
• Very good in English writing and speaking
• Very good in MS Office
• Preferably experience in the health sector.
• Minimum 5 year(s) of working experience in the relevant discipline, preferably in Red Cross/Crescent Movement or NGOs or relevant organisation.

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, 30 April, 2020.

Apply Online: https://hotjobs.bdjobs.com/jobs/bdrcscox/bdrcscox29.htm
Only shortlisted candidates will be notified

BDRCS is an equal opportunity employer