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.

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 Officer
Duration of contract: Until 31.12.2020 (with possibility of extension)
Organizational Unit/Department: HR and Admin (PMO)
Salary Range: Up to 50000/-
Number of Post: 01
Reporting line: Sector Focal, HRD, PMO, Cox’s Bazar, BDRCS
Age Limit: 45 years (may be relaxed in case of outstanding candidates)
Duty station: PMO, Ukhiya, Cox’s Bazar

Educational Qualification:

- Advance degree in Business Studies or relevant subject.
- Priority will be given to candidates who demonstrate a high level of motivation and good communication, social and interpersonal skills.
- Proficiency in MS Word, Excel, Access, PowerPoint and Bangla English language typing. Required fluency in both spoken and written Bangla and English languages.

Experience: At least 10 years relevant proven working experience.

Roles and Responsibility:

- Manage office supplies stock and place orders
- Prepare regular reports on expenses and office budgets
- Maintain and update databases
- Organize a filing system for important and confidential documents
- Answer queries by employees and others
- Update office policies as needed
- Maintain a calendar and schedule appointments
- Book meeting rooms as required
- Distribute and store correspondence (e.g. letters, emails and packages)
- Prepare reports and presentations with statistical data, as assigned
- Arrange travel and accommodations
- Schedule in-house and external events
- Daily reports to HR & Admin Focal for all issues
• Provide a variety of administrative support to the operation
• Maintain and update all records
• Do all general admin related task, logistic support, emergency purchase
• Process bill and purchase stationary
• Engage office support staffs to their duties
• Make monthly attendance sheet
• Perform such other duties as may be prescribed or assigned by the Management
• May have to perform additional responsibilities of the operation

Skills & abilities:

• Good Computer skills
• Organization and coordination skills
• Sound knowledge in subject area
• Fluent in English and Bangla.

Personal Qualities:

• Adhere to the 7 fundamental principles of Red Cross and Red Crescent movement
• Act at all times in accordance with the Code of Conduct
• Able to work in a team and respects opinions of others
• Honest and high level of integrity
• Assist the organization on occasion, in times of national, international, local emergencies or major disasters

If you think you are competent enough for the position, please submit your application with complete resume with a cover letter, two references, a recent photograph and mentioning the name of the position in subject line to hr@bdrcs.org before 5:00 pm, 17 March, 2020.

Only shortlisted candidates will be notified

BDRCS is an equal opportunity employer