



VACANCY ANNOUNCEMENT

The Bangladesh Red Crescent Society (BDRCS) is the largest humanitarian organisation working across Bangladesh. As an auxiliary to the Government, the Society provides humanitarian assistance to the vulnerable population. Over the last 41 years, Bangladesh Red Crescent Society (BDRCS) has undertaken a wide range of activities in disaster management, health, capacity building and in promoting RCRC ideals and principles. To become the leading humanitarian organization in Bangladesh, BDRCS through various challenges continues to make steady progress towards its vision and¹ mission² in providing vital services to the most vulnerable in an effective, transparent and self-sustainable manner.

The International Federation of Red Cross and Red Crescent Societies (IFRC) Bangladesh Delegation is supporting BDRCS to implement different, programs/projects for vulnerable communities including Community Based Disaster Risk Reduction (CBDRR) program.

The BDRCS is now looking for a suitable Bangladeshi national for the following position:

Position Title : **Accounts and Admin Assistant -Community Based Disaster Risk Reduction (CBDRR)**
Duty Station(s) : **BDRCS District Units of Bhola, Jessore, Sathkhira and Jamalpur**
Reporting Lines : **Unit Level Officer, BDRCS District Units of Bhola, Jessore, Sathkhira and Jamalpur**
Nature of Job: : **Contractual**
Duration of contract: : **12 months**
No. of position: : **Four (4)**

RESPONSIBILITIES:

Key Task and Responsibilities:

- Ensure financial management of the CBDRR program activities through maintaining records of expenditure accounts
- Verify bills and vouchers received from from the CBDRR program personnels in the respective district based on agreed budget
- Submit bills and vouchers to the BDRCS NHQ as per the agreed format and timeline
- Maintain existing BDRCS policies and procedures while facilitating and monitoring expenditures for the CBDRR activities in the respective districts
- Prepare monthly financial expenditure reports and cash request/forecast for the CBDRR activities
- Visit communities to support in relevant activities of CBDRR program as per the Plan of Action
- Provide necessary administrative support to the CBDRR program team
- Ensure salary payment to staffs and honorarium to community organizers, consultants, RCY volunteers and others involved in the CBDRR program as approved
- Monitor procurement of goods and services necessary for the program in accordance to the existing financial policy and procedures.
- Any other duties as instructed by the Unit Level Officer (ULO), BDRCS District unit

PERSON SPECIFICATION:

- In good mental and physical health;
- Bachelor's degree in finance/accounting or business administration
- At least 3 years working experience in the field of financial and administrative management
- Ability to develop financial reports
- Excellent communication skills in English and Bangla
- Self-supporting in computers (Windows, spreadsheets, word-processing);
- Competencies: preferable-RCRC movements, Results Focus & Accountability, Teamwork, Communications, and Professional Mastery, Analytical skills, ability to think strategically and able to influence, communicate, co-operate and negotiate with a wide range of people and organizations.

Salary : Monthly consolidated salary will be BDT. 18,000/-

Application instructions:

- Last date of application is **10 April 2014 on or before 5:00 PM**
- Suitably qualified candidates are invited to apply with their detailed CV, a coverletter and 2 photos justifying suitability to:

**Director,
Disaster Risk Management**

¹ The vision of the Society is to transform the BDRCS into a "Well Functioning National Society" with a network of active Red Crescent Units in all districts for carrying out activities in accordance with the fundamental principles of the Movement with the aim of improving the situation of the vulnerable people.

² The mission of the BDRCS is to improve the situation of the vulnerable people by mitigating their sufferings caused by diseases and disasters in accordance with fundamental principles of the Movement by mobilizing the power of humanity.

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

- Mention the name of the position applied for on top of the envelope

*Only short-listed candidates will be notified
The BDRCS is an equal opportunity employer*