



# Bangladesh Red Crescent Society

National Headquarters

684-686, Red Crescent Sarak, Bara Mogh Bazar, Dhaka-1217

## VACANCY ANNOUNCEMENT

<b>Job title</b>	:	Organizational Development Officer
<b>Duration of contract</b>	:	1 year
<b>Salary</b>	:	Negotiable
<b>Number of Post</b>	:	01
<b>Age</b>	:	36 years maximum (Age limit will be relaxed in case of potential candidate)
<b>Duty station</b>	:	Dhaka

### **Position Objectives:**

- To assist the Director/Deputy Director, Planning and Development in all aspects of Organizational Development,
- Responsible for developing and implementing programs that align workforce with key development strategies and initiatives.
- Maintaining interdepartmental coordination in terms of organizational development functions
- Facilitates implementation of appropriate change management initiatives, and reviews current development programs to ensure alignment with organizational goals

### **Duties and Responsibilities:**

- Create and implement programs at work that connect employees with organization goals;
- Consult with management and other leadership to identify development processes;
- Identify and evaluate development initiatives to ascertain appropriate programs that meet organizational goals;
- Maintain networks of communication at all levels across the organization;
- Ensure all tasks are performed with accuracy, discretion, judgement and confidentiality as circumstances dictate;
- Ensure professional and legislative requirements are adhered to at all times.
- Develop methods for data file formatting, data analysis methodologies, and management reporting;
- Create effective strategic planning methods;
- Identify data collection tools, data sources, benchmarks, and performance targets;
- Implement organizational effectiveness interventions;
- Develop and conduct team-building exercises and workshops;
- Help employees create project timelines and deadlines;
- Implement major changes in all aspects of operation;
- Talk with management to identify specific work situations requiring employees to better understand changes in Strategies, policies, procedures, regulations, and technologies;
- Develop methods of measuring if performance management aligns with organizational goals;
- Diagnose potential organizational problem areas;
- Create definitions of desired individual or group performance;
- Maintain and update HR/OD policies, procedures, instructions and forms as directed by the Coordinator Organizational Development;
- Contribute to the development of HR/OD documents such as the 'Induction Manual' and 'other key documents';
- Provide support and assistance to the Coordinator Organizational Development as required; Responsible for developing and implementing programs that align workforce with key business strategies and initiatives.

### **Educational Qualification:**

- University Degree in Social Science or Statistics or Development related discipline

**Person's Specifications:**

- Minimum 5 (five) years of relevant working experience on Organization Development.
- Able to plan and work independently with minimum or no supervision.
- Demonstrated ability to work under pressure and meet deadlines.
- Ability to manage multiple and complex tasks.
- Fluent in English and excellent writing and editing skills

**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 passport size photograph and mentioning the name of the position in subject line to [hr@bdracs.org](mailto:hr@bdracs.org) before 5:00 pm, 10 January, 2019.

***Only short listed candidates will be invited for interview.  
BDRCS is an equal opportunity employer.***