

# Bangladesh Institute of Governance and Management (BIGM)

E-33, Syed Mahbub Morshed Sharoni, Agargaon, Sher-E-Bangla Nagar, Dhaka-1207

## Vacancy Announcement

BIGM, imparting training on Policy Analysis Course and Strategic Management Course Supported by the Skills for Employment Investment Programs (SEIP), Finance Division, Ministry of Finance, GoB is looking for a full time employment for the post of Officer (Administration).

### Post: Officer (Administration)

**Responsibilities:** The Officer (Administration) will be responsible for Human Resource related administrative support and managing any administrative queries; will prepare and ensure proper documentation of official documents/letters; will perform the task related with the meetings/ seminar/ workshop/inauguration/closing ceremony; will attend sessions, collect and preserve the reading materials for future use; will conduct regular evaluations to identify the areas of improvement & will prepare the evaluation report; will ensure attendance of the resource persons/ trainees; will collect all assessment paper/necessary document from the trainees and will share it with authority; will also perform any other related tasks given by the authority;

**Educational Qualifications:** Good academic background with Master Degree/MBA from any Discipline or Bachelor Degree with at least 5 years working experience.

**Other Qualifications/Skills:** Excellent communication skills in Bengali and English; Experience in computerized environment are essential (knowledge on Microsoft word, excel, power point, graphic design etc.).

**Experience:** At least 3 years working experience in the position of executive or equivalent position preferably in any reputed public/private training Institute or international organization or NGO. Candidate will be well entertained who has 1-2 years working experience in the Monitoring & Evaluation department in the reputed training institute.

**Employment Status & Job Location:** Contractual; Job location is Dhaka.

**Salary & Allowances:** A consolidated salary (Negotiable).

**No. of Vacancies:** 01.

**Age Limit:** Maximum 40 years (on December 31, 2021)

**Apply Instruction:** Interested candidates shall apply with a cover letter addressed to the Chairman, Recruitment Committee attached with full CV, two copies of passport size photograph and copies of all academic, professional and training (if any) certificates. Applicants shall send hard copies only by postal or courier service to the Program Director, BIGM-SEIP, Bangladesh Institute of Governance and Management (BIGM), E-33, Syed Mahbub Morshed Sarani, Agargaon, Sher-E-Bangla Nagar, Dhaka-1207, mentioning the name of the Post applied for on the top of the envelope.

**Application Deadline: 27 December, 2021.**

The authority reserves the right to accept or reject any application without assigning any reason whatsoever. Only short listed candidates will be called for interview.