



Transparency International Bangladesh (TIB), the Bangladesh chapter of Berlin-based Transparency International, works with a vision of Bangladesh where government, politics, business, civil society and the daily lives of the people are free from corruption. Its mission is to create and strengthen a social movement against corruption.

TIB is inviting applications from Bangladeshi Nationals for the position of **Assistant Manager-Administration (Front Desk)** under its project titled BIBEC – Building Integrity Blocks for Effective Change (October 2014-September 2019). The goal of the project is to promote a more enabling environment for reducing corruption. The specific objectives are to advocate for reforms in laws, policies, processes, practices and oversight for improving governance in targeted institutions and sectors and to generate peoples’ demand for good governance and to strengthen citizen’s capacity to challenge corruption. Only the short listed candidates will be called for selection process. Short-listing will be made on the basis of merit; all candidates meeting the minimum application criteria will be considered, but may not be short-listed.

Application Procedure

Interested candidates must send their applications with complete details of academic performance, professional record and other relevant information using the prescribed **Applicant Information Format** which can be downloaded from the following link (www.ti-bangladesh.org/vacancy). **Applications without using this format not be considered.** In addition to the duly filled up Applicant Information format, please send a substantive application in one page arguing in favor of your candidacy in three parts – academic background, relevant experience and why you consider yourself competent for the position. Attach one recent passport size photograph and send to the following address by post/courier or email within **October 15, 2017**.

Please mention the position applied for in the email subject line.

Senior Manager (Human Resources)
Transparency International Bangladesh (TIB)
MIDAS Centre (Level 4 & 5), House # 05, Road # 16 (New) 27 (Old)
Dhanmondi R/A, Dhaka-1209. e-mail: vacancy@ti-bangladesh.org

Before applying for your intended position, please read the following carefully.

TIB is an equal opportunity employer. However, women, minority and physically challenged candidates are preferred when the necessary qualifications and competencies are met. If an applicant is an immediate family member of anyone involved in TIB s/he must clearly mention it. Such candidates can be employed in TIB only by a special resolution of the Board of Trustees even if duly qualified in the competitive selection process. Any persuasion is treated as disqualification.

TIB strictly observes a policy of zero tolerance to corruption and all employees are committed to observe TIB Code of Ethics available in TIB website www.ti-bangladesh.org, which also contains further information about TIB’s work.

Assistant Manager – Administration, Front Desk (1-position based in Dhaka)

Reportable to Manager-Administration. Currently 1 (One) position is vacant. However, a number of candidates will be selected and put in waiting list to fill up vacancies in near future.

Job highlights:

As a member of the Finance & Administration Division, the Assistant Manager- Administration (Front Desk) will be responsible for the following:

- Manage TIB front office;
- Welcome and manage visitors;
- Operate PABX system, receive incoming phone calls and make outgoing calls;
- Manage in-coming and outgoing fax transmissions;
- Receive and transmit message and provide information to visitors & callers;
- Draft routine correspondence and documents;
- Supervise courier services, manage incoming & outgoing mails;
- Take Meeting notes and prepare minutes; and
- Perform any other relevant tasks assigned by the authority.

Qualification, Experience:

- Must have a Masters or equivalent degree in any discipline;
- Age limit 32 years.
- Candidate with 3rd Division/with 2.5 on a scale of 4 and 3 on a scale of 5 at any level of their education need not apply
- Applicants must have at least 2 (two) years of work experience directly related to Front Desk Management.
- Only female candidate will apply for this position

Other requirements:

Excellent spoken communication skill in both Bangla and English. Good Computer skill in MS Word, MS Excel & Bangla typing and should be able to work under pressure.

Salary and benefits for the position:

Gross salary is Tk. 37,255.00 per month plus other benefits as per relevant rules of TIB. Income tax is payable by TIB staff, deductible at source. Other benefits for TIB staff are: annual performance-based increment, cost of living adjustment, contributory provident fund, gratuity, festival allowance and insurance etc.
