

Vacancy Announcement

PRIP Trust, a national Capacity Building NGO will be implementing the project titled "APARAJITA: Political Empowerment of Women", with funding from Swiss Agency for Development and Cooperation(SDC) for a period of four years in the Districts of Sylhet, Sunamganj, Moulvibazar, Habiganj, Sherpur, Jamalpur, Rajshahi, Chapai Nawabganj, Satkhira, and Gopalganj.

The objective of this Project is to build the confidence, knowledge and capacity of Elected Women Representatives and to encourage networks of mutual support so that they can fulfill their obligations to their electorate and contribute to making local Government and local service provision more responsive, especially to the needs of women. PRIP Trust is seeking applications from the qualified candidates for the following positions to implement the above mentioned Project.

Office Assistant (Head Office) (Position-02)

Role

Office Assistant is responsible for assisting in the process of communication, maintaining cleanliness of the office as well as acting as a caterer and a watchman.

Duties and Responsibilities:

SL. #	Duties	Specific Tasks
1.	Communication	<ul style="list-style-type: none"> Distribute and receive inward and outward mails, documents and other items; Follow up all official utility bills and deposit bills to the respective Bank in due time; Perform the work of photocopying, laminating and binding of books and reports;
2.	Maintaining cleanliness of the Office	<ul style="list-style-type: none"> Maintain the cleanliness of the Office; Clean furniture and fixtures to keep the environment dust free;
3.	Provide logistics and catering services	<ul style="list-style-type: none"> Arrange Meeting Room and provide all sorts of logistic supports Serve all types of refreshments in meetings, seminars etc,;
4.	Provide security services	<ul style="list-style-type: none"> Check the office to ensure that lights, AC, computers, water tapes, including doors and windows are closed properly; Take care of the movable and immovable assets and properties of the Project to protect from probable losses;
5.	Miscellaneous	<ul style="list-style-type: none"> Perform any other duties assigned by the SMILING authority as per Project requirements;

Required Qualifications and Competencies

- Educational qualification at least Class Eight pass.
- Minimum 2 years of working experience in related service. Experience is relaxed for the Higher educational background candidates.
- Ability and willingness to work under pressure.
- Good oral and written communication skill in Bangla.

Salary Range

- TK3,000/-

Other Benefits

- Yearly festival bonus, Yearly increment, other benefits as per project budgetary provision.

If you meet the above requirements, please send a complete CV along with a cover letter, all relevant certificates and two copies of recent PP size Photographs, photocopy of National ID card, name and address of two non-relative referees to the Executive Director, PRIP Trust, House#72, Road # 8/A, Dhanmondi R/A, Dhaka-1209 on or before 29th December 2011. Applicants are requested to write the name of the position applied for on the top of the envelope. Only short listed candidates will be called for interview.

Women are especially encouraged to apply.