

**Name of Project/Department :** Human Resource Management and Administrative Department

**Name of Post :** Assistant Director-HR & Admin; **(The position is only for Female)**

**No of Vacancies:** 1 (One)

**Job responsibilities:**

**Overall or primary responsibility:** As a chief of organization's HR & Admin department the position is responsible to regularly implement the organization's Human Resources and administrative procedures, office & resources management in accordance with NDP-Human Resource Management & Administration policy, system generated policy procedures and other applicable norms, rules and regulations for legal compliance and operational efficiency.

**Specific duties and responsibilities**

**a. Administration and management**

- Overall responsibility for office management (including permits, services, support staff, etc.).
- Manage use and timely maintenance of office pool vehicles; ensure licenses, insurances and other requirements are up-to date.
- Oversee office management and maintenance
- Facilitate procurement of goods and services including day-to-day procurement and maintenance of office furniture, IT equipment, vehicles, telephone/communications and other equipment and supplies.
- Maintain inventory of office property including fixed assets, equipment, furniture, office supplies etc. with the collaboration of Finance and Accounts department
- Monitor the code of conduct, cleanliness and decorum of the office premises including working rooms, training center/s, dormitory/guest rooms, toilets, parking and areas surrounding office building.

**b. Personnel Management**

- Lead the hiring process for all position; manage and organize the recruitment- advertising, filing and short listing/screening of CVs, interviewing, following up references, hiring/ on-boarding and orientation of all new employees;
- Maintain all personal records (personal files) pertaining to employees' appointment, leave, training, studies, training certificates, evaluation reports etc. and update regularly;
- Manage organization's payroll, including payment of taxes, managing staff bank loans (processed through the office) in accordance with applicable regulations and human resource policies and procedures in collaboration with Finance and Accounts department;
- Train staff in following the administrative processes from finance to logistics and ensure each staff member is familiar with the policies including; operational, HR & Admin, gender, safety security, safeguarding etc.;
- Serve as support person for staff who are in distress and aid them in resolving internal and external difficulties, make recommendations to Senior management about action that may be taken in support of staff experiencing hardship;
- Prepare and update staff contracts.

**c. Organizing and maintaining Files**

- Take lead in standardizing and updating organization's filing, referencing, and record tacking system in consultation with other units/offices;
- Work with the larger HR team in maintaining hardcopy, updated personnel files and HR database that includes each employee's bio, family and professional data including emergency contacts as well as benefits, compensation levels, performance record, contract dates of issue & expiration and disciplinary action taken.
- Facilitate safe keeping of NDP's legal and confidential documents

**d. Professional development**

- Work to develop and execute employee training and skills development opportunities, helping employees advance their career and improve their skills;
- Evaluate timely (yearly and midterm) staff performance and ensure required salary increment, promotion and reward.
- Promote a professional culture of high performance, mutual respect and generous dedication to staff and organizational mission. Serve as a sounding board and offer reflection and guidance to individual staff members ensure NDP remains true to its vision;
- Prioritize strict confidentiality and demonstrate the utmost professional conduct at all times.

**e. Legal issues**

- Provide all necessary office administration services as per prescribed policy and procedures;
- Prepare, maintain and up-date standard employment contracts and insurance of staff, vehicles, equipment, and other relevant property;
- Ensure provision of telephone, legal and other office services as required
- Provide orientations to new staff
- Review staff employment conditions

**f. Procurement**

- Over-sight of procurement processes of NDP.

**Educational Requirement:** MBA with specialization in HR or Master's degree in Management with specialization in HR

**Experience Requirement:**

- Must have 5-7 years of HR & Admin experience including developing organizational design, addressing HR & Admin needs, managing recruitment and on-boarding process and managing resources

**Additional Job Requirements:**

- Excellent knowledge of employment laws applicable to NGOs in Bangladesh
- Must have excellent interpersonal and organizational skill with strong leadership & management capability and ability to work with all levels
- Possess negotiation, conflict management skills
- Ability to implement and manage system oriented organizational HR & Admin procedures
- Must be able to work independently while also thriving as a team player
- Strong computer skill with MS Office, Excel, email, internet, Google Docs, Spreadsheet and online HR databases
- Previous experience overseeing payroll services in collaboration with Finance & Accounts team
- Skill on training and workshop facilitation
- Fluent in both English & Bangla

**Age limit:** Maximum 45 Years

**Salary Range :** Tk.60,000/= -70,000/= including all (during 6 months probationary period). After successfully completion of the probationary period salaries will be fixed as per pay structure or defined scale and eligible to get others benefits, like- provident fund, gratuity and festival bonus etc. as per organizational policy.

**Job Location:** NDP H/Q, Sirajganj.

**Applying instruction:** Ask to send the CV with a forwarding letter to [aiqbal.ndp@gmail.com](mailto:aiqbal.ndp@gmail.com) or [jkhan\\_ndp@yahoo.com](mailto:jkhan_ndp@yahoo.com) on or before 20<sup>th</sup> August 2022 or requested to send the CV with a forwarding along with 2 passport size color photograph, copies of educational and experience certificates, relevant documents, national ID card, certificate of nationality from Poursava/UP and others addressing to the Executive Director, National Development Programme-NDP, Kazi Motiar Rahman Road, Masumpur, Sirajganj or P.O. Box No. 2 on or before 20<sup>th</sup> August 2021. Please clearly state the name of the position applied for on the top of the envelope. The circular is also be available [www.ndpbd.org](http://www.ndpbd.org)

***Only the short-listed candidates will be called for interview***

**Company Information:**

National Development Programme (NDP)

**Address:** NDP Bhaban, Bagbari, Shahid Nagar, Upazila-Kamarkhand,  
District: Sirajganj-6703; web : [www.ndpbd.org](http://www.ndpbd.org)

**Business:** NGO