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| Organization                | <b>Islamic Relief Bangladesh</b>                                                                                                                                                                                                                                |
| Head Office Address         | Bangladesh Country Office: House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, <a href="http://islamicrelief.org.bd">islamicrelief.org.bd</a>                                                                                                                |
| Vacancy Title               | <b>Admin Assistant</b>                                                                                                                                                                                                                                          |
| Number of Vacancies         | 01                                                                                                                                                                                                                                                              |
| Working Place               | Bhasanchar                                                                                                                                                                                                                                                      |
| Nature of Role, Nationality | Project Staff, Bangladeshi National.                                                                                                                                                                                                                            |
| Reporting Line Management   | Deputy Programme Manager                                                                                                                                                                                                                                        |
| Project                     | Food Security, Livelihood and LPG project (FSL)                                                                                                                                                                                                                 |
| Programme                   | Humanitarian Crisis Response Programme                                                                                                                                                                                                                          |
| Project Period              | Project Duration up to March 31, 2027                                                                                                                                                                                                                           |
| Employment Status           | Full time                                                                                                                                                                                                                                                       |
| Monthly Salary Grade        | BDT 27,836/= (Consolidated salary)                                                                                                                                                                                                                              |
| Benefits & Allowances       | A consolidated salary will be provided. No other benefits will be entitled apart from accommodation, mobile bill, tour allowance/Per-diem, insurance coverage (IPD, OPD, Life, DB, CIB), Leave (Annual, Casual, Sick, TOIL/CTO, R&R, Maternity, Paternity) etc. |

#### Organization History:

Islamic Relief Worldwide (IRW) - founded in 1984 and based in Birmingham, UK - is an independent humanitarian and development organization. It supports the world's most vulnerable people in their fight against poverty & suffering regardless of race, political affiliation, gender, or belief, and without expecting anything in return. It is a signatory to the Code of Conduct for the International Red Cross and Red Crescent Movement.

IRW has a presence in 45 countries across the globe. Some funds of the organization come from individual donations and others from institutional donors such as the DFID, EU, SIDA, CIDA/IDRF, Forum Syd, WFP, UNDP, and ECHO.

Islamic Relief (IR) started working in Bangladesh in 1991 to help the distressed survivors of the devastating cyclone by providing emergency relief and supporting communities to rebuild in the wake of that cyclone. Initially, it focused on emergency relief & disaster preparedness activities. Later on, it expanded its programs on both humanitarian and development challenges. Now it works in an integrated manner combining emergency humanitarian assistance, short-term work opportunities, shelter support, awareness & training on different DRR, climate change, development, health & hygiene and social issues, cash grants, IGA means, health & nutrition, safe water & sanitation, education, advocacy and linkage with different service providers. As a registered charity, IR is open and transparent; it continually assesses its work and operational methods to improve impact and effectiveness. Islamic Relief values and commitment to safeguarding: IRB is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation, abuse, lack of integrity, and financial misconduct; and committed to promoting the welfare of children, young people, adults, and beneficiaries with whom IRB engages. IRB expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records checks. IRW also participates in the Inter-Agency Misconduct Disclosure Scheme.

In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse, and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.

#### Main Duties & Responsibilities:

| Objective                                                                                | Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Working & Time Ratio (%) |
|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Effectively manage office operational and ensure quality, standards, and appropriateness | <ul style="list-style-type: none"> <li>Provide day-to-day administrative and office support services.</li> <li>Assist in handling and dispatching official documents and correspondence.</li> <li>Maintain office cleanliness, basic maintenance, and support logistics arrangements.</li> <li>Support in managing office supplies, stock registers, and inventory.</li> <li>Assist in organizing meetings, workshops, and official events.</li> <li>Facilitate coordination between different departments as required.</li> <li>Support accommodation management and ensure availability of basic facilities.</li> <li>Perform messenger duties and assist in communication with relevant stakeholders.</li> <li>Establish and implement operational standards and procedures to ensure efficient and outstanding office environment.</li> </ul> | 50%                      |
| Ensure security for office, materials, equipment, accommodation etc.                     | <ul style="list-style-type: none"> <li>Ensure office security as well as materials and equipment.</li> <li>Ensure safety and security support, especially during non-office hours (if required) in consultation with management.</li> <li>Prepare individual work plans according to the safety and security of the office.</li> <li>Prepare checklists regarding cleanliness, security of office and accommodation, store management etc.</li> <li>Ensure managing official volunteers that meets IRB's policy.</li> <li></li> </ul>                                                                                                                                                                                                                                                                                                             | 30%                      |
| Others                                                                                   | <ul style="list-style-type: none"> <li>Participate in sessional programs like winterization, Ramadhan, Qurbani etc.</li> <li>Ensure the safety of team members from any harm, abuse, neglect, harassment, and exploitation to achieve the program's goals of safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                          | 20%                      |

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|  | <ul style="list-style-type: none"> <li>Practice, promote, and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action</li> <li>Perform any other duties assigned by the supervisor.</li> <li>Follow the safeguarding reporting procedure in case any reportable incident takes place and encourage others to do so.</li> </ul> |      |
|  | Total                                                                                                                                                                                                                                                                                                                                                                                                                 | 100% |

**Person Specification:**

**Essential:**

**Academic Qualification**

- HSC/SSC

**Experience**

- Minimum 2 years' working experience in NGOs and Development sector, Experience in maintenance of office cleanliness, basic maintenance, and support logistics arrangements, handling and dispatching official documents and correspondence, Managing office supplies, stock registers, and inventory.

**Core Competencies**

- Strong skills in, Social/Community Mobilization Skill.
- Excellent in Activity Management, Communication & Networking.
- Demonstrated teamwork & collaboration skills.
- Positive attitude and willingness to collaborate effectively within teams.
- Commitment to IR Values: Sincerity, Excellence, Social Justice, Custodianship, and Compassion.
- Committed to self-development, continuous learning and quality improvement; displays self-confidence and self-motivation.
- Commitment to the organization's vision and mission.
- Excellent interpersonal and behavioural skills.
- Knowledge of personal health, safety, and security.
- Willingness to adapt to IR's norms and values.
- Demonstrates a high level of integrity and professionalism.
- Willing to travel and work in the most remote areas of Bangladesh if required any emergency.

**IT Skills**

- Proficiency in Microsoft Word/Excel /PowerPoint & Basic Internet using.

**Language Requirements**

- Strong proficiency in reading, writing, speaking, and listening in both English, Bengali and Chittagong Dialect.

**Desirable**

- Ability to understand Facilitation Skill, Coordination/Networking/Communication Skill, Reporting & Documentation Skill.
- Excellent in Problem-Solving, Decision Making & Conflict Resolution.
- Excellent in Leadership.

**APPLY INSTRUCTION:**

If you believe your qualifications, exposure, and experience match our requirements, and you are dedicated to upholding the values and principles of Islamic Relief, please apply through BDJOBS on or before the closing date. Only shortlisted candidates will be contacted for further selection

**EQUAL OPPORTUNITIES:**

Female Candidates are highly encouraged to apply. However, Islamic Relief Bangladesh considers diversity in the workplace and is a committed equal opportunity employer. We encourage applications from all suitable candidates regardless of race, family/marital status, ethnicity, disability, class, caste, or religion.