Organization	**Islamic Relief Bangladesh**
Head Office Address	Bangladesh Country Office: House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, **islamicrelief.org.bd**
Vacancy Title	**Admin Assistant**
Number of Vacancies	1
Gender	Male
Working Place	Kurigram (Rajarhat & Sadar)
Nature of Role, Nationality	Project Staff, Bangladeshi National.
Reporting Line Management	Project Manager
Programme	Economic Empowerment and Governance Program
Project Name	Elimination of Extreme Poverty in Bangladesh (EEP)
Project Duration	Up to 31-Dec-2027
Employment Status	Full time
Contract Duration	Initially for three months, upon review & Satisfaction, budget & project availability, it will be extended from time to time at the rate of the year.
Monthly Salary	BDT 27381/-
Benefits & Allowances	Mobile bill, Tour allowance/ Per-diem, Provident Fund, two weekly holidays, Insurance Coverage (IPD, OPD, Life, DB, CIB), Festival bonus, long service awards, Leave (Annual, Casual, Sick, TOIL/CTO, Maternity, Paternity) and gratuity, 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 (%)
Office maintenance, Admin support service, logistic support & other Ad-hoc basis tasks	• Provide support services as required by project office • Documents send & receive from Govt. office, Local & other organizations. • Internal documents serve from desk to desk. • Inform respective supervisor if any problem encounters • Goods packing & send/receive to/from SA Paribahan or any other services. • Goods loading & unloading from vendors related to repair maintenance. • Locking and unlocking office main gate and garage • Ensure cleaning office rooms, washroom and compound	50%

	• Keep good appearance in maintenance of office and kitchen • Support documents related to tasks in coordination with other project staff • Responsible for delivering / mailing letters, documents and others • Responsible for making photocopies for required documents • Staff and guest entertainment • Starting generator /water pump as required • Take care of project machinery, equipment's, assets and other materials in office. • Maintain stock Register, GSRN • Provide logistic support during training, meeting, workshop etc. • Support in cash procurement service/ local purchases and expenditures are done as per Islamic Relief Bangladesh policy. • Support to HR management function and documentation as required • Any other duties assigned by the management as and when required.	
Office security service cum night guard	• Ensure security at office premises both sift (day & night). • Take initiatives to ensure the security of project staff and participants during the intervention. • Ensuring best security services to safe guard organization assets and properties • Share security risks and threats with project manager if any and take appropriate step accordingly. • Inform respective supervisor if any problem encounter • Locking and unlocking office main gate and garage • Clean office compound • Starting generator /water pump as required • Stay in office premises for ensuring better security service •	45%
Other Requirements	• Participate & involve with seasonal programs (Ramadan, Qurbani, Winterization, etc.) activities. • Maintain the stock book, inventory, and other essential registers properly and timely in an effective manner. • Ensure the safety of team members from any harm, abuse, neglect, harassment, exploitation, Fraud, Bribery & Money Laundering to achieve the program's goals of safeguarding implementation and as well as Act as a key source of support, guidance, and expertise on the safeguarding of harm, abuse, neglect, harassment, and exploitation, Fraud, Bribery & Money Laundering for establishing a safe working environment • Being a member of Islamic Relief as a child-friendly organization, it is the core responsibility and obligation of each staff member to understand and obey the IR Child Protection & PSEA Policy and respond accordingly as and when required. • Perform any other duties assigned by Supervisor.	5%
	Total	100%

Person Specification:
Essential:

Academic Qualification

- SSC/HSC

Experience

Minimum 2 years Working Experience in:

- Experience in Support service
- Experience in Admin assistant
- Experience in Security service

Require Competencies

- Strong skills in coordination, networking and communication.
- Strong abilities in activity management.
- Excellent in problem-solving abilities.
- Positive attitude and willingness to collaborate effectively within teams.
- Committed to self-development, continuous learning and quality improvement; displays self-confidence and self-motivation.
- Excellent interpersonal and behavioral skills & Professionalism.
- Knowledge of personal health, safety and security.
- Willingness to adapt to IR's norms and values.
- Commitment to IR Values: Sincerity, Excellence, Social Justice, Custodianship and Compassion.
- Commitment to the organization's vision and mission.

IT Skills

- Working Knowledge of Microsoft Word, Excel /PowerPoint/Basic Internet etc

Language Requirements

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

Other Requirements

- Willingness to travel frequently and work in Bangladesh's most remote areas.

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:
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, gender, caste, or religion.