



PROSHIKA Manobik Unnayan Kendra
Human Resource Department
Vacancy Announcement

Date: 06.02.2025

PROSHIKA is a one of the largest NGO in Bangladesh. It was established in 1976. Now, the organization is expanding Microcredit and Savings Services in addition to Social development programs. The organization is currently looking for as qualified personnel will be recruited in **Human Resource Department** for the post of **Human Resource Officer**. The **Human Resource Officer** will be appointed considering his performances.

No. of Vacancies: 02

Responsibilities & Context:

- To Involve in recruitment by preparing job descriptions, posting, advertisement and managing the hiring process
- Develop and implements HR Strategies and initiatives aligned with the overall organizational strategy
- Create and implement effective organizational plans
- Assist in performance management processes
- Support the management of disciplinary and grievance issues
- Understanding and proper knowledge of labor laws and disciplinary procedures
- Support the development and implementation of HR initiatives and systems
- Sound knowledge of drafting, letter writing, office memo, notice etc.
- Provide counseling in policies and procedures
- Ensuring meticulous implementation of payroll and benefits administration.
- Maintain employee records (Leave, attendance, EEO data etc.) according to policy and legal requirements
- Communicating with staff about issues affecting their performance.
- Ensuring accurate and proper record-keeping of employees information in manual, electronic and digital format
- Review employment and working conditions to ensure legal compliance
- Knowledge of HR systems and databases, HRMS/HRIS is a plus
- Knowledge of HR functions (pay & benefits, recruitment, Orientation, training & development etc.)
- Proficient in Bangla typing (Bijoy Keyboard), MS Office
- Excellent communication and interpersonal skills
- Develop training and development programs
- Strong ethics and reliability

Education, Computer Knowledge & other Requirements: Must be MBA (Major in HRM) or Master of HRM or Master Degree with PGDHRM from BIM. Must have computer knowledge in Microsoft Word, Excel and Power point etc. Self-motivated & self-driven, Ability to work under pressure, Well organized and disciplined will be considered as additional requirements. Micro Credit and Development Organizations working experienced will be given additional opportunities. Incomplete applications will be rejected.

Salary and Other Benefits: Negotiable

Employment Conditions: 06 (six) month(s) probationary period. After completing probationary period satisfactorily the service will be made permanent in organization as per staff policy.

Age: Maximum 35 Years

Job Location: Head office, Dhaka.

Application Rules:

Interested Candidates are requested to apply with an updated CV along with a cover letter. Copy of all educational Certificates, National ID & Two copy passport size photograph; Two references with email address & Mobile phone number.

Application Fee: Application fee non refundable Tk. 500/- (Five hundred) pay to “**PROSHIKA MANOBİK UNNAYAN KENDRA**”. The name of the account should be deposited any of the bank branch mention in the table below.

Name of Bank	Branch Name	Account Name	Account Type and No.	
Pubali Bank Ltd.	Darus Salam Road Branch, Dhaka	Proshika Manobik Unnayan Kendra	SND	2990102000580

A photocopy of deposit slip submitted along with the application. Otherwise the application will be considered as rejected. All original documents including deposit slip must be displayed at the time of interview. Those who apply through email the application fee will be paid at the time of interview.

Deadline of Application: 28 February, 2025

Application send to: Director, Human Resource Department, PROSHIKA Manobik Unnayan Kendra, Proshika Bhaban, I/1-Ga, Mirpur-2, Dhaka-1216. Or sent to hrd@proshikabd.com

Final Selection Process: Only short listed candidates to be called for interview. Recruitment will be done from among the qualified candidates as per proper rules. A panel of qualified candidates will be prepared and kept for future appointment. Authority reserves any modified decision regarding appointment. We are encouraged to visit: <http://www.proshikabd.com>

Addicted need not Apply. Women candidates are encouraged to Apply