

HR & Admin Officer

Centre for Disability in Development (CDD)

Vacancy

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Job Context

- The Centre for Disability in Development (CDD) is a not for profit organization established in 1996 to develop a more inclusive society for persons with disabilities. CDD simultaneously builds technical capacities of the development stakeholders and the communities in how to be more inclusive whilst also enabling persons with a disability to participate in society by strengthening their leadership and providing them with essential rehabilitation and other supports.
- CDD is one of the most renowned organizations in the field of disability-inclusive development. CDD's work in Bangladesh is supported by international and national donor agencies/development partners. CDD offers an inclusive, amicable, and respectable work environment.
- The Ramon Magsaysay Award (Asian version of the Noble prize) has been awarded to its Executive Director in 2010. In 2018, CDD was recognized by the Government of Bangladesh as one of the best organizations working on disability and development issues.
- Since November 2017, CDD is implementing disability-inclusive humanitarian response for the Rohingyas and Host Communities in Ukhia and Teknaf, Cox's Bazar. The two major components of the program are to provide rehabilitation services (e.g., therapeutic sessions, assistive devices, and home modifications) for people with disabilities in the camps and host communities and strengthening the capacities of the personnel of mainstream humanitarian organizations on disability-inclusive programs and services.
- CDD will implement a new project (Sep 2021-Dec 2022) supported by the GIZ and BMZ to strengthen the capacities of the people with disabilities (through mobilization, sensitization & rehabilitation services) local state and non-state actors on disability-inclusive development services (including Disability inclusive Disaster Risk Reduction (DiDRR), and Disability inclusive Local Governance) in four Unions of Teknaf and Ramu Subdistricts.

- CDD is now accepting applications for HR & Admin Officer of its project titled "Strengthened Capacities of local state and non-state actors on disability-inclusive services in Cox's Bazar."

Job Responsibilities

- Facilitating recruitment process i.e. advertisement, applications screening and complete selection process according to the organizational recruitment policy
- Ensure systematic, professional and complete documentation process is maintained for each recruitment to clearly demonstrate basis for all decisions made.
- Ensuring that new staff receive and sign a contract in a timely manner and all documents relating to new staff joining are forwarded to relevant places
- Ensuring personal file is opened for new employee, updated regularly using a checklist and organized in a systematic manner.
- Ensuring integrity and confidentiality of all staff data and records
- Ensuring effective filing system is maintained for all HR documents, providing information to managers and other staff as required.
- Ensuring all staff are provided employment ID card, replacing ID cards when necessary in a timely manner
- Manage leave, attendance, movement and absence of the employee and ensure the filing of appropriate documentation
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Administrative responsibilities:
- Supporting administrative activities such as transport facilities, liaising with the relevant employees to provide effective administrative support to the projects and the field teams at Ramu & Teknaf, Cox's bazar.
- Manages hotel, training venue and vehicle reservation for foreign or national consultants or employees
- Assets Update list, Assets register, physical status of assets, Establish ID number, assets ID tag and physical verification report with proper suggestion and recommendation.
- Producing regular reports statistics on a daily, weekly and monthly basis as required.
- Maintaining standards of health and safety, hygiene and security in the work environment,
- Ensure the payment of the utilities bills on time.

- Ensures smooth operations of the office through proper maintenance, organization and coordination of office facilities, supplies, equipment & vehicles.
- Manages support staffs
- Ensure that all office cleaning and general maintenance is carried out
- Undertake other related duties as may reasonably be assigned by the appropriate authority.
- Purchase & Procurement
- Ensure all requisition generated into on time
- Ensure invitation of quotation
- Issue purchase order as per assigned purchase order, required time from the requester
- All lease/service contract prepared, reviewed and adjusted
- Corporate and statutory requirement fulfilled
- Lead all procurement and ensure all procurement as per CDD's policy.
- Make periodical inventory of the assets of the project.
- Regular update of office assets inventory after procurement
- Keep record of asset handover and take over from staffs
- Putting serial tag number with regular update

Employment Status

Full-time

Educational Requirements

- Bachelor's and Master's degree from a recognized and reputed university, preferably major in HR/professional or relevant discipline . Special qualification: PGDHRM.

Experience Requirements

- At least 5 year(s)

Additional Requirements

- Age Na
- At least 5 years experience in the relevant field
- Have good knowledge on Rohingya refugee programmes will be preferred
- Demonstrate ability to think and manage strategically, plan and meet deadlines
- Proficient knowledge of standard computer software if possible.

- Pro- active with an ability to think analytically, identifying opportunities and mechanisms to broaden programming,
- Results oriented
- Excellent planning and organizational skills
- Ability to problem solve and good decision-making skills
- Strong team player
- Ability to work in challenging environments.
- Excellent communication skill in both Bengali & English.
- Person with disabilities are encouraged to apply

Job Location

Cox's Bazar (Ramu, Teknaf)

Salary

- Tk. 59500 - 60000 (Monthly)

Compensation & other benefits

- Mobile bill, Weekly 2 holidays, Insurance
- BDT. 5,000 accommodation allowance & Prorata basis festival allowances. (if from outside Cox's Bazar district)

Read Before Apply

CDD respects all human beings' rights and dignity, including children, women, the older persons, all sex, indigenous community, and persons with disabilities. CDD complies with its child and vulnerable adult safeguarding policy and code of conduct. All staff of CDD must sign and adhere to this code of conduct.

CDD encourages applications from persons with disabilities, women and from indigenous community, provided that the candidate meets the job requirements.

CDD reserves the right to only call short-listed candidates for the interview and also to defer recruitment and extend submission date if the competent candidates are not found among the submitted CVs.

Candidates with the required profile and proven experience, who meet the required qualifications, are invited to submit their application in English mentioning the Job Title along with a meaningful Cover Letter, updated CV, recent PP size photograph, last drawn salary by e-mail

***Photograph must be enclosed with the resume.**

Apply Procedure

Send your CV to cdd.jobs.cox@gmail.com

Application Deadline: **5 October,2021**