



# CENTRE FOR DISABILITY IN DEVELOPMENT

Equal opportunities and full participation for persons with disabilities in all spheres of life

Date: August 18, 2024

## Vacancy Announcement

### **Name of Position: Assistant IT Officer** **(only for Person with Disability)**

#### **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.

CDD is now planning to recruit one 'Assistant IT Officer' for CDD Head Office and extend support to all project offices located in different locations of the country through online.

<b>Name of the Position</b>	<b>Assistant IT Officer</b>
Job Location	Head Office, Savar, Dhaka
No. of Vacancies	01 (one)
Job Nature	Contractual
Salary	25,000 Tk (Monthly)
Other Benefits	Weekly 2 Holidays, Prorata basis Festival Bonus

#### **Educational Requirement:**

- Minimum HSC Pass or Diploma in Computer Science or ICT

#### **Work Experiences:**

- Minimum 2-3 years' work experience in relevant sectors

#### **Desired Requirement:**

##### **Technical Knowledge**

- Computer Operating Systems: Solid knowledge of Windows including installation, configuration, and troubleshooting.
- Microsoft Office Package: Proficiency in MS Word, MS Excel, and PowerPoint, with strong skills in document creation, and presentation design.



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- Graphic Design: Experience in layout design using Adobe Photoshop and Illustrator for creating and editing visual content.
- Typing Skills: Ability to type efficiently in both English and Bangla.
- Data Entry: Proven experience as a data entry operator, with attention to accuracy and speed.
- Hardware Maintenance: Skills in maintaining and troubleshooting computer hardware, including desktops, laptops, printers, and other peripherals.
- Software Maintenance: Experience in installing, configuring, and updating various software applications, including antivirus programs and office suites.
- Network Maintenance: Knowledge of basic networking concepts and skills in maintaining and troubleshooting network connections, routers, switches, and Wi-Fi systems.

## **Practical Skills**

- Problem-Solving: Strong ability to diagnose and resolve technical issues efficiently.
- Time Management: Ability to prioritize tasks and manage multiple requests simultaneously.
- Teamwork: Collaborative approach to working with other colleagues.
- Adaptability: Openness to learning new technologies and adapting to changes in the IT environment.

## **Brief Job Description:**

- Manage day-to-day operational activities for system administration and network services of IT resources;
- Install, configure, maintain and update various services running in the system, including mail services;
- Maintain records of IT support requests and routine maintenance accordingly;
- Communicate with vendors if service warranty, repair, maintenance and up-gradation are required for ICT equipment;
- Ensure smooth operation of Tally server, HRMS & MIS software, and develop/update content of the organizational website;
- Keep track and supervise hardware procurement and maintenance services of the accessories of ICT assets in collaboration with admin to identify service quality gaps;
- Keep a record of all licenses for OS, Office 365, Kaspersky antivirus, and other software;
- Provide technical and logistical ICT equipment support during meetings and office premises events;
- Ensure internet devices are functioning smoothly;
- Assist the procurement unit in procuring ICT-related products and checking their functionality;
- Typing (Bangla/English) and printing documents/ID card, laminating works etc.;
- Design any other documents like certificate, banner, poster, book etc. ;

## **Safeguarding responsibilities:**

- Adhere to CDD's Children and Adults at Risk Safeguarding policy, ensuring the safety and well-being of all project participants.



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- Promote a safe and secure environment for all participants and stakeholders of the project.
- Report any safeguarding concerns promptly and follow the designated reporting procedures.

Additional responsibilities:

- Perform any other responsibility/ special duty delegated by project and CDD management.

## Special Instruction for Job Seekers:

- CDD respects rights and dignity of all human beings including children, women, 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.
- Persons with Disabilities, Women and candidates from indigenous communities meeting the requirements are especially encouraged to apply.
- CDD reserves the right to initiate interviews and the selection process with the aim of identifying an appropriate candidate as quickly as possible. Only short-listed candidates will be called for an interview. All applications will be treated according to the merit and with strict confidentiality.
- You are cordially requested not to apply if the salary range, job location, contract duration and other terms and conditions mentioned in the advertisement does not match your expectation.
- CDD is an equal opportunity employer. Any form of personal persuasion, e-mail or phone call will result in disqualification of candidature.

## How to Apply:

Qualified and interested candidates are requested to submit their application with an updated resume and a cover letter to this E-mail address: [cddjobsac@gmail.com](mailto:cddjobsac@gmail.com) by **August 25, 2024**. Please mention the name of the position properly in the email subject line.