

ActionAid Bangladesh is looking for suitable candidates for the following position:

## Office Assistant

Project Name	:	Inclusive Services and Opportunities (ISO) for Human Capital Development and Livelihood, funded by UNFPA
Location of Posting	:	Chottogram
Number of Position	:	01 (One)
Duration of Contract	:	Fixed-term contract up to 31 December 2026 (renewable depending on funding availability and performance).
Salary and benefits	:	Monthly Consolidated Salary BDT. 13,861 with other benefits mobile & internet allowance, group life insurance only

### Key responsibilities include (not limited to):

#### Support to Office Administration (30% of Time)

- Assist in routine office maintenance and ensure that office spaces remain clean and organized.
- Arrange seating and logistics arrangements for internal meeting and events.
- Support document management through photocopying, scanning, binding as per requirements.
- Arrange food/ refreshments for internal meetings when requested.
- Assist in the procurement of emergency materials required for office maintenance
- Assist in ensuring basic security measures within the office premises
- Receive materials from vendors as per requisition.
- Support asset verification through physical counting and tagging of office equipment.
- Quotations collection from vendors.
- Ensure all office doors and windows are locked after office hours.
- Check that electrical appliances, lights, and water taps are switched off after office hours.

#### Logistics and support service (20% of Time)

- Receive visitors and guide them to the appropriate personnel
- Assist in handling incoming telephone calls and official communication. Support maintenance of staff attendance and leave records if assigned. Ensure common office materials and equipment are kept orderly and accessible.

## Repair and Maintenance Works (20% of Time)

- Regularly check office furniture, equipment, electrical appliances, bathroom fittings, and water supply systems.
- Identify maintenance issues proactively and report them to the supervisor.
- Coordinate necessary repair work with management approval.
- Assist in ensuring timely repair and maintenance of office infrastructure.

## Store and Stock Management Support (25% of Time)

- Receive any materials from the vendors or other official sources as and when required.
- Stock the materials properly in the store/warehouse.
- Issue materials from the store based on approved requests. Maintain proper documentation and records of store transactions.
- Conduct periodic physical counts of stored materials and supplies.

## Other Duties and Responsibilities (5% of Time)

- Perform any additional tasks assigned by the supervisor or management to support office operations.
- Maintain professionalism and ensure compliance with organizational policies and procedures.
- Contribute to maintaining a safe and supportive working environment within RTC.

## Relationships

The Office Assistant to the MHPSS Officer.

## Required Educational Qualifications and Experiences

- SSS
- Candidates with at least 3 years of relevant experience are encouraged to apply.

## Application instructions

**Only those who meet the above requirements are requested to apply** following these instructions:

- The last date of application is **23 March 2026**. Due to emergency, recruitment will be on rolling. The interested candidates are requested to apply early before deadline
- Please [Click Here](#) to submit your application.

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ActionAid Bangladesh aims to attract and select a diverse workforce, ensuring equal opportunity for everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location, and religion. Any personal persuasion/phone call will result in disqualification of candidature.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy and other relevant safeguarding policies and



expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.

**N.B:** There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from a job applicant should be regarded as fraudulent.