

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

## **Fellow - HR**

Department	:	HROD
Location of posting	:	Cox's Bazar
Types of contract	:	Contractual
Duration of contract	:	31 December 2024 (if not extended)
Number of position	:	1 (One)

### **Job Summary:**

The responsibilities of the HR fellow encompass several key tasks. Primarily, s/he is tasked with the maintenance of file archives, ensuring that all pertinent documentation is stored appropriately for easy access. Additionally, s/he will play a crucial role in facilitating the dissemination of essential documents to team members whenever is required.

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

#### **Documentation of staff personnel files:**

- Ensure the documentation of joining-related letters and copies of certificates for all new staff members.
- Copy, scan, and store documents securely.
- Verify accuracy and edit files, such as contracts.
- Distribute project-related copies to internal teams and maintain physical and digital records.
- Manage the volunteer database.
- Develop templates for future documentation needs.
- Retrieve files as requested by HR teams.
- Oversee the flow of documentation within the organization

#### **Day to Day HR Related Support Activities**

- Assist in scheduling interviews.
- Ensure HR related support to employees.
- Maintain confidentiality around sensitive information and terms of agreement.

## Relationships

Fellow - HR will report to Human Resources Coordinator.

## Required Educational Qualification and Experiences

### Education

- Graduate in any discipline, preferably in HR

### Experience

- At least 1 year of working experience in relevant field.

### **Other Requirements:**

- Good communication and interpersonal skills.
- Having a teamwork attitude
- Speaking and writing skill both in Bangla and English.

### **Application instructions**

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

- The last date of application is **15 April 2024.**
- 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.**

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