



VACANCY ANNOUNCEMENT

Transparency International Bangladesh (TIB) is inviting applications for appointment on contract basis for the position of Human Resource Assistant (Short term) for its project titled PACTA

Title of the Position : HR Assistant (Short term)
Contract Period : Three (03) months
No. of Vacancies : Two (02)
Work Station : Dhaka

Job Description:

- Accurately input and update employee information in the HRMS;
- Review data entries for accuracy and completeness, and correct any errors promptly;
- Support compliance initiatives by ensuring timely and accurate record-keeping;
- Assist in the ongoing maintenance and enhancement of the HRMS by identifying and reporting issues or inconsistencies;
- Carrying out need-based tasks as assigned by the supervisor.

Job Specification:

- Applicants must have a Bachelor degree;
- Candidates with experience in HRMS or similar software systems will be preferred;
- Candidates with a third division or a GPA below 2 in SSC/HSC or a CGPA below 2.5 as applicable, are not considered to meet the necessary requirements;
- Adequate computer knowledge and skills in MS Office operation and email communication;
- Candidates must have good typing fluency in both English and Bangla (Bijoy and Avro); and
- Should be able to work under pressure

Remuneration:

- Tk.22,000 (taka twenty two thousand) per month (consolidated)

Expected Date of Joining: October 1, 2024

Before applying for the position, please visit <https://career.ti-bangladesh.org/>.

Interested candidate within the age limit of 30 years who fulfills the above requirements are requested to apply through online. Only short-listed candidates will be invited for viva-voce.