



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 : Human Resource Assistant (Short term)
Contract Period : Six (06) months
No. of Vacancies : One (01)
Work Station : Dhaka

Job Description:

- Assist in recruitment & selection process;
- Support day-to-day operations of the HR functions and duties;
- Assist in HR documentation, organize files/record as per policy and HR guidelines of the organization and update them as required;
- Data entry in HRMS;
- Carrying out need-based tasks as assigned by the supervisor.

Job Specification:

- Applicants must have a Master's degree in Human Resource Management or Management;
- Candidates with at least 1 year of relevant experience 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
- Should be able to work under pressure.

Remuneration:

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

Expected Date of Joining: June 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.