



Office Assistant – IT
(01 position based in Dhaka)
Grade: 01, Step: 01, Gross monthly salary: BDT 26,972.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi nationals for the position of Office Assistant – IT, to be recruited for its new project titled, Participatory Action against Corruption: Towards Transparency and Accountability (PACTA) (January 2022 to December 2026). Upon joining, the incumbent will be regarded as a member of the team for TIB's core project and will remain reportable to the Coordinator – IT.

Job highlights:

As a member of the Finance & Administration Division, the IT Assistant will:

- Assist to maintain workstations and network devices;
- Assist to hardware and software troubleshooting;
- Assist to expanding and troubleshooting LAN;
- Assist to maintain laptops, printers, scanners and other IT peripherals;
- Assist to ensure IT help desk support;
- Assist to take regular data backup & recovery and software updates;
- Assist to ensure IT support in various events;
- Assist to maintain IT store & equipments; and
- Other IT administrative works assigned by management.

Qualification and Experience:

- Applicants must have a HSC or equivalent degree.
- Diploma or equivalent degree in an IT related subject is preferable.
- Candidate with 3rd Division or CGPA less than 2.5 on a scale of 4 or 3 on a scale of 5 at any level of their education need not to apply.
- At least 2 (two) years' experience on related field.
- Ability to install software & hardware accessories, to work in Microsoft Office package & other conventional software, having attitude to work under pressure and within tightest timeline is required.
- Good communication and interpersonal skill is necessary.