

Job Opening

United Purpose is looking for a young and energetic professional aspiring to build career in HR and Public Affairs Management in development sector. The organization shall provide a learning environment for young professional with master degree and limited experience in HR management. Candidate must have high level of motivation and skill in IT (MS Office) and social media use. Full JD is available below.

If you think you are the right candidate, please apply following the instructions given below:

Application Procedure:

- Please fill in your CV in official form available [Here](#). Application other than specified format shall not be considered.
- Please submit your CV at upb.recruitment@united-purpose.org
- You must use the **Name of the Position** in the subject line of email.
- Application to be submitted by 19 November 2022.

Posting Title	Assistant HR and Public Affairs Officer (Maternity Cover)
Unit	Operations Unit
Reporting to	Country Operations Manager
Duty Station	Dhaka
Salary	BDT. 38,059.00 - 59,807.00
Duration	One year with possibility of extension subject to performance and availability of fund
Application Submission	19 November 2022

Organizational Background:

United Purpose (UP) is a movement of people and organizations that strive to end poverty and inequality across the globe.

UP is a leader in community-led development and grassroots innovation. For more than 40 years, UP is working globally with frontline activists, community organisations and individuals to help people gain agency over their own lives - so they can move Beyond Aid. Partnerships and effective collaboration with government institutions, community-based organizations, private sector and a network is key to UP's success.

United Purpose Bangladesh is looking for an Assistant HR and Public Affairs Officer aspiring to build career HRM in development sector.

This is a critical role with high demand where the Assistant Officer may require to work extra hours, demonstrate willingness to learn, manage stress and workload, be creative, good team player etc.

Responsibilities:

HR Roles:

- Assist in review and update of HR Policy
- Assist in preparation of job descriptions, advertise vacant positions, and manage recruitment process.
- Support sorting of application for long listing and short listing.
- Act as secretary of recruitment committee. Coordinate written test and interview.
- Assist in planning and implementation of induction training for new staff.
- Monitor employee performance appraisal and ensure timely completion of the same by the Line Managers. Issue letter according to staff performance as well as probationary period appraisal. Also follow up issuance of Job Confirmation Letter.
- Assist in managing training, internal posting/transfer, promotion, deployment, movement and resignation of staff.
- Support administration of staff discipline.
- Assist in overseeing the health and safety of all staff.
- Support implementation of systematic staff development procedures.
- Provide advisory services on HR policies and procedures.
- Management of staff leave and other benefits covering medical support, hospitalization, life insurance etc.
- Manage staff records and act as first point of contact for any HR issue of UP staff. Ensure accurate and proper record-keeping of staff information in electronic and hard formats and always keep personal file updated.
- Assist all new staff in opening bank account, insurance and Issue of ID card
- Issue clearance and experience certificates on completion of contract / separation.
- Monitor staff contract period and arrange issuance of contract expiry notice to staff one month before the contract expiry or project closure.
- Follow all issues related to work permit, security clearance, visa etc. with concerned agencies.
- Maintain contact with local Police Station about location and security of International Staff
- Keep all the staff informed about security situation particularly international staff.
- Learn Salesforce operation and update HR information accordingly in the system.
- Any other responsibilities assigned within the scope of this JD.
- Learn Salesforce and upload HR files in Salesforce.
- Maintain HR related communication with Head Office.

2. Public Relations:

- Preparation of FD-4, FD-6, FD-7, FC-1 etc. in coordination with finance and programme staff for submission to NGOAB.
- Liaison and communicate project-related needs, registration, NOC etc. with the NGOAB and UNO.

- Maintain and periodically share the status of FD6/ FD7/ FC1, FD4 in coordination with Finance Team and updates follow up on the status of different files, reports, NOC/certifications.
- Have ability to visit field offices, UNO offices and other Govt. Officials frequently and as required.
- Design, develop and deliver positive and effective communication and public relations activities
- Translation of English document in to Bangla and vice versa.

Qualifying Requirements:

Education and other Qualifications

Education:

Master Degree in relevant subject from recognized university.

Very good knowledge on IT

Work Experience: Minimum one year experience in HR management in any organization preferably NGO

Languages: Must have very high degree of proficiency in English and Bangla -spoken, written, translation and typing.

Skill: Strong interpersonal and IT skills

Other requirements:

It is a highly demanding assignment where creativity, initiative, interest in learning, positive attitude, punctuality, ready to accept additional responsibilities, team work, ability to take extra load, stress management etc. Candidates require sedentary role are discouraged to apply.

Assessment:

- **Long listing:** Fulfilment of minimum qualifications
- **Shortlisting:** Candidates with higher qualifications are shortlisted.
- **Written Test:** Assess analytical skill under time constraints. Scheduled online written test.
- **Interview:** Competency based interview.

Application Procedure:

- Please fill in your CV in official form available [Here](#). Application other than specified format shall not be considered.
- Please submit your CV at upb.recruitment@united-purpose.org
- You must use the **Name of the Position** in the subject line of email.
- Application to be submitted by 19 November 2022.

Other Information:

- **Stipend and other benefits:** As per United Purpose HR Policy.

- **Career Growth:** In an international environment, there is excellent opportunity for professional growth in development sector.

Special Notes:

1. The United Purpose is committed to ensuring gender balance in its team. Female candidates are strongly encouraged to apply.

2. Warning: United Purpose does not engage third party or charge any fees at any stage of its recruitment process. Therefore; all applicants are advised to kindly follow the instructions of this document only.