



Ref: ASHIKA/Admin/2024-1857

Date: 5 December 2024

Job Opportunity

About ASHIKA Development Associates:

ASHIKA is a CHT based non-profit organization focused on driving social change and community development. We are looking for a dedicated and proactive **HR & Admin Officer** to join our growing team. This role is ideal for individuals passionate about HR practices, administration, and contributing to meaningful social impact.

Position Overview:

The **HR & Admin Officer** will play a key role in ensuring the smooth and efficient operation of human resources and administrative functions within ASHIKA. You will be responsible for managing recruitment, employee relations, and supporting day-to-day administrative tasks, ensuring that the organization's operations align with its values and goals.

Position Title:	HR & Admin Officer
Deadline:	December 14, 2024
Email for Application:	info@ashikacht.org
Job Description:	We are seeking a motivated and qualified HR & Admin Officer to join our dynamic team. The ideal candidate will be responsible for managing human resources and administrative functions, contributing to the smooth running of the organization. The HR & Admin Officer will work closely with senior management to ensure effective HR operations, including recruitment, employee relations, and administrative duties.
Key Responsibilities:	<ul style="list-style-type: none"><input type="checkbox"/> Oversee the recruitment and selection process, including posting job advertisements, conducting interviews, and onboarding new employees.<input type="checkbox"/> Maintain employee records and ensure compliance with organizational policies and procedures.



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	<ul style="list-style-type: none"><input type="checkbox"/> Manage staff attendance, leave requests, and performance appraisals.<input type="checkbox"/> Handle employee relations, addressing any concerns or grievances in a timely manner.<input type="checkbox"/> Coordinate administrative tasks, including office supplies, facilities management, and scheduling meetings or events.<input type="checkbox"/> Assist with the development and implementation of HR policies and programs.<input type="checkbox"/> Provide general support to the management team in various administrative and HR-related matters.
Qualifications & Requirements:	<ul style="list-style-type: none">• Education: MBA in Human Resources, Business Administration, or related field (or equivalent experience).• Experience: 2-3 years of proven experience in HR, office administration, or a similar role, ideally within a non-profit environment.• Skills:<ul style="list-style-type: none">○ Strong organizational and multitasking abilities, with meticulous attention to detail.○ Excellent communication skills, both written and verbal (Bangla, English).○ Proficiency in MS Office Suite and HR management software (e.g., HRIS) and office ICT skills.○ High level of professionalism, confidentiality, and the ability to manage sensitive information.



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	<ul style="list-style-type: none">○ Strong interpersonal skills with the ability to build positive relationships with employees at all levels.○ Ability to handle confidential information with integrity and discretion.
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Why Work with Us?

- **Mission-Driven Work:** Join an organization committed to creating positive social change.
- **Growth Opportunities:** Gain hands-on experience in HR management, administration, and non-profit operations.
- **Collaborative Environment:** Work with a passionate team in a supportive and inclusive atmosphere.
- **Competitive Benefits: Negotiable**

How to Apply:

If you are passionate about HR and administration and want to make a meaningful impact, we would love to hear from you. Please send your CV and a cover letter to info@ashikacht.org with the subject line: “HR & Admin Officer Application”.

Shortlisting Process:

- Only shortlisted candidates will be contacted for further rounds of selection.
- ASHIKA reserves the right to reject any application without providing specific reasons.
- Applications received after the deadline will not be considered.

Disclaimer:

- ASHIKA is an equal opportunity employer. All applications will be considered based on merit, qualifications, and experience.
- We appreciate the time and effort put into each application. However, due to the high volume of applications, we will only be able to contact shortlisted candidates.

Gender Equality & Diversity:

- ASHIKA is committed to promoting diversity and gender equality within the workplace. We encourage applications from Bangladeshi individuals of all genders, races, ethnicities, and backgrounds.
- We believe in fostering a culture of respect, inclusion, and equal opportunity for all employees, ensuring that every team member can contribute to their fullest potential.