

VACANCY ANNOUNCEMENT

Name of Position: Assistant Director - 3 Positions

The Village Education Resource Center (VERC) is a national level NGO. The organization is registered under the Bureau of NGO Affairs and the Ministry of Social Welfare, whose certificate numbers are 133 and dha - 02272 respectively and it is also registered with the Microcredit Regulatory Authority (MRA) with certificate number 01275-00523-00017. In order to recruit honest, enterprising and hardworking manpower for the mentioned positions under the Micro Finance Section on an urgent basis; applications are being invited from Bangladeshi citizens.

Responsibilities:

- Plan and implement outreach and intakes program through community engagement and field visits
- Organize dialogues, meetings, seminars and other outreach programs
- Monitor Micro Finance program at field level on regular basis.
- Correspondences with donors, partner organizations and relevant authorities.
- Prepare periodic reports.
- Coordinate with microfinance team or organization.
- Perform any other tasks assigned by the management

Academic and Other relevant Qualification:

- Master in Business Administration/Management/Accounting/Finance/Economics/ Statistics.
- At least GPA-3.50 and above & CGPA 3.00 and above in minimum 3 exam in academic life.
- Training in Management/Microfinance Program will be treated as extra quality.
- Should have Good operating skills in Microsoft office package;
- Should have excellent communication and report writing skills both in Bangla and English.

Working Experience:

Not Required

Additional Requirements:

- Motorcycle driving with valid driving license.
- Qualified women are strongly encouraged to apply.
- VERC reserves the right to cancel the recruitment process whole or in part without any assigning reason.

Age

- Maximum 30 years

Duty Station

- VERC Head office, B-30, Ekhlash Uddin Khan Road, Anandapur, Savar, Dhaka-1340.

Salary Range:

- Tk. 40,000.00 – Tk. 60,000.00 per month
- Other Benefits: Gratuity, PF, Festival Allowance, Staff welfare and Others as per organizational provision. (Inclusive of all applicable Tax as per govt. rules)

Interested candidates are requested to apply with a complete resume with two references highlighting details of experience and achievement, 2 (two) copies of passport size photograph and copies of other relevant papers addressing the Executive Director, Village Education Resource Center, B-30, Ekhlash Uddin Khan Road, Anandapur, Savar, Dhaka-1340 latest by 10 February, 2023.