

VACANCY ANNOUNCEMENT

VERC in partnership with Plan International Bangladesh is going to implement the South Asia WASH Result Programme [SAWRP-II] in Charfashion and Lalmohan upazilas under Bhola district. Recruitment against the following project positions will be made for implementation of project interventions:

Finance & Admin Officer (01 position): Based at Charfashion

Monthly Salary range: 32,000-35,200

Age Limit: 30-40 Years

Required Qualification and Competencies: Masters in Commerce, preferably in Accounting/Finance, 5-6 years of relevant working experiences in NGOs in development projects. Support project team in yearly planning and budgeting; budget control and regular monitoring of the expenditure trend and share with PM; Financial reporting and preserving all financial documents; Monitor and checking all procurement documents and process and assist the team; Comply with GoB and donor compliances also financial guideline of the organization. Have computer skill in MS Office Package.

Note: In case of candidates with more experience; age would be relaxed

Interested candidates are requested to apply with a complete resume highlighting details of experience and achievement, 2 (two) copies of passport size photograph (attested) and copies of other relevant papers addressing the **Executive Director, Village Education Resource Center, B-30, Ekhlas Uddin Khan Road, Anandapur, Savar, Dhaka-1340 latest by 9 July 2018.**

Shaikh Abdul Halim

Executive Director

VERC