



Transparency International Bangladesh (TIB), the Bangladesh chapter of Berlin-based Transparency International, works with a vision of Bangladesh where government, politics, business, civil society and the daily lives of the people are free from corruption. Its mission is to create and strengthen a social movement against corruption.

TIB is inviting applications from Bangladeshi nationals for the position of **Assistant Manager - Finance & Administration** for its project 'Building Integrity Blocks for Effective Change- Phase II, (BIBEC-II)' for the period October 2019-September 2020.<sup>1</sup> The goal of the project is to promote a more enabling environment for reducing corruption. The specific objectives are to advocate for reforms in laws, policies, processes, practices and oversight for improving governance in targeted institutions and sectors and to generate peoples' demand for good governance and to strengthen citizen's capacity to challenge corruption.

Only the short listed candidates will be eligible for the selection process. Short-listing will be made on the basis of merit; all candidates meeting the minimum application criteria will be considered, but may not be short- listed.

### **Application Procedure**

Interested candidates must send their applications with complete details of academic performance, professional record and other relevant information using the prescribed Applicant Information Format which can be downloaded from the following link ([tibmis.ti-bangladesh.org/vacancy](http://tibmis.ti-bangladesh.org/vacancy)). Applications without using this Format will not be considered. In addition to the duly filled up Applicant Information Format, please send a substantive application in one page arguing in favor of your candidacy in three parts – academic background, relevant experience and why you consider yourself competent for the position. Attach one recent passport size photograph and send to the following address by post/courier or email within **January 26, 2020**.

*Please mention the position applied for in the email subject line or on top of envelop.*

**Senior Manager (Human Resources)**  
**Transparency International Bangladesh (TIB)**  
**MIDAS Centre (Level 4 & 5), House # 05, Road # 16 (New) 27 (Old)**  
**Dhanmondi, Dhaka-1209.**  
**e-mail: [vacancy@ti-bangladesh.org](mailto:vacancy@ti-bangladesh.org)**

*Before applying for your intended position, please read the following carefully.*

TIB is an equal opportunity employer. However, women, minority and physically challenged candidates are preferred when the necessary qualifications and competencies are met. If an applicant has an immediate family member in any capacity at TIB, s/he must proactively and clearly disclose it. Such candidates can be employed in TIB only by a special resolution of the Board of Trustees even if duly qualified in the competitive selection process. Any persuasion is treated as disqualification.

TIB strictly observes a policy of zero tolerance to corruption and all employees are committed to observe TIB's Code of Ethics available on TIB's website [www.ti-bangladesh.org](http://www.ti-bangladesh.org), which also contains further information about TIB's work.

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<sup>1</sup> It may be noted that TIB will commence implementation of a new 5-year project cycle from October 2020 subject to approval of the project.

**Assistant Manager - Finance & Administration** (Regular; 2 Position – Field based)

**Women and candidates from minority communities fulfilling required qualifications will be given preference.**

Technically reportable to Manager - Finance & Accounts and functionally reportable to Area Manager-Civic Engagement.

**Job Highlights:**

Responsibilities of Assistant Manager - Finance & Administration will be as follows:

- Process financial transaction and vendor's payment; prepare monthly financial reports & bank reconciliation statement; prepare periodic financial reports and other statements;
- Prepare and monitor annual budget for CCC office;
- Prepare vouchers and maintain books of accounts; Manage cash and bank transactions;
- Process procurement of goods and services; Manage store and fixed assets of CCC office; Provide support to internal and external auditor;
- Ensure compliance of relevant rules and regulations of Govt. of Bangladesh relevant to financial and administrative activities.
- Assist to collect Programme Implementation Certificate from the respective local administration;
- Assist CCC & Youth Engagement and Support (YES) in Programme implementation in regards to administrative, financial and programme implementation activities:
- Work in collaboration with all field-based staff from other divisions; and
- Perform any other relevant tasks assigned by the authority.

**Qualification, Experience other requirements:**

- Applicant, within the age limit of 35, Must have MBA/M. Com in Finance/Accounting or any other business related subject;
- At least 2 years of experience in related field;
- Experience in providing logistics support for implementing activity will be an advantage;
- 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 apply.
- Applicants must have excellent communication skill (both oral and written, in Bangla and English); good interpersonal skill;
- Applicants must have knowledge about relevant Government Regulations.;
- Computer skills, especially competencies in IT-based accounting methods are essential. Good word processing skill in both Bangla and English, good command over use of spreadsheet (Excel) and MS Power Point are also essential;

**Salary and benefits for the position:**

Gross initial salary is Tk. 43,827 per month plus other benefits as per relevant rules of TIB. Income tax is payable by TIB staff, deductible at source. Other benefits for TIB staff are: annual performance-based increment, cost of living adjustment, contributory provident fund, gratuity, festival allowance and insurance.

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