



Bangladesh Red Crescent Society

National Headquarters

684-686 Red Crscent Sarak, Bara Moghbazar, Dhaka-1214

VACANCY ANNOUNCEMENT

Bangladesh Red Crescent Society invites fresh application from the suitable professional candidates for the position of Secretary General on contractual basis based in Dhaka.

Reporting to the Chairman and Managing board, the incumbent is required to maintain effective corporate relations and head the management staff of the organization. The incumbent will be the Chief Operating Officer of the society and will exercise such executive power to implement the Society's activities. The incumbent also will be responsible for implementing the decision of the Board and oversee it's countrywide project and programs. Planning, budgeting and budgetary control, supervision, monitoring, evaluation and reporting different project, Human Resources Development and Management are some of the key responsibilities. The person we are looking for should be able to maintain effective interrelations with Government of Bangladesh, UN Agencies, National and international organizations especially with humanitarian organizations.

50 years and above on 1 January 2022, the incumbent should possess a minimum Master degree in any discipline with proven administrative and managerial experience of 20 years. A computer literate, fluent in spoken English and very high proficiency in English writing are absolute requirements. Bangladesh Red Crescent Society be a voluntary organization candidate having knowledge and experience in Crisis management, disaster mitigation and working experience in humanitarian field will be given preference.

Application should be submitted with detail CV and two passport size photographs and necessary documents to the Director, HR & Admin, Bangladesh Red Crescent Society, National Headquarters, 684-686 Red Crscent Sarak, Bara Moghbazar, Dhaka-1214 by 10 January, 2022. Only short listed candidates will be called for interview. Salary and other facilities are subject to negotiation.

Chairman

Bangladesh Red Crescent Society