



PROGRESSIVE

A Socio-Economic Development Organization

P. O : Rangamati-4500
Rangamati Hill Tracts, Bangladesh

Ref: PRO/admin/Rangamati- 2023.1063

Date: 14-12-2023

Vacancy Announcement

PROGRESSIVE is a Non-Profit and Socio-Economic Development Organization established in 1997 with a group of dedicated energetic indigenous youth in Rangamati Hill Tracts aiming to implement voluntary service and social welfare-related activities for the disadvantaged and unreached section of society irrespective of race and religion to improve the socio-economic status of the disadvantaged community of Chattogram Hill Tracts through undertaking need based development programs. In continuation of this, Progressive invites applications from eligible and highly motivated candidates for the following job vacancy:

Name of the Position	Job Type	Vacancy No	Salary & Duty station	Educational Qualification & Experience Requirement
HR & Admin Officer	Full Time	01	Salary : Negotiable Duty station: Head Office	Qualification: -Graduate/postgraduate in any Discipline from any recognized public/ private University. Experience: - Proven working experience as HR & Admin Officer and at least 3 years of job experience in human resource management. -Ability to communicate with and influence employees and management at all levels. -Excellent communication skills in English & Bengali (both verbal & written) -Microsoft Office: Word, Excel, PowerPoint, Internet, etc. and website management is a must.

Key Responsibilities:

- Responsible for coordinating and implementing HR systems including qualitative recruitment & selection cycle, employee onboarding, performance management, assisting to update and develop organizations policies & procedures ensuring compliance with legal requirements as needed.
- Office correspondence and maintain, preserve & update all personal files (Employee contracts, agreements, etc. as per changes), registers, and other related documents (both electronically & hard copy).
- Responsible for necessary logistics and assisting with procurement, ensuring all equipment is working and properly maintained for the day-to-day operations of the administration team and staff members.
- Organize & coordinate office operations, and procedures, perform other related duties as required.

Apply Instruction:

Interested applicants who are energetic and want to be a team member of Progressive are encouraged to submit a complete CV with a cover letter, and all academic & experience certificates along with two copies of recent passport-size photographs to the undersigned by **24 December 2023 (by 5:00 pm)**. Applicant should write the name of the position applied for on top of the envelope. Candidates can also apply through email to progressivecht8@gmail.com (only a PDF copy will be accepted). A detailed job description is available at the office.

Any persuasion will be treated as disqualified, The Recruitment committee reserves the right to accept or reject any candidate from the selection process. Only the short-listed applicants will be contacted.

Female and physically challenged candidates are especially encouraged to apply.

Application Submit to Executive Director, Progressive Head Office, SK Building, Banarupa, Rangamati-4500,


Sucharita Chakma
Executive Director