

EMPLOYMENT NOTICE FOR SENIOR SECRETARY

Caritas Bangladesh is seeking applications from the eligible candidates (men and women) for the position of Senior Secretary for its National Office in Dhaka.

Sl. No	Details of Position	Educational Qualification & Requirements
1.	<ul style="list-style-type: none"> ▪ Job Title: Senior Secretary ▪ Age: 25-35 years ▪ Salary: Tk. 15,000(consolidated) per month during the probationary period. For exceptionally experienced candidate salary and other terms may be negotiated. ▪ Selected candidates will be appointed initially on probation for a period of six months. Upon successful completion of the probationary period, the appointment may be confirmed according to the existing pay scale and service rules of the organization. After the confirmation, the long-term benefits, such as provident fund, gratuity, insurance, health care scheme and compensation scheme will be applicable. 	<ul style="list-style-type: none"> ➤ Post-graduate degree preferably MBA/Masters in English with minimum 4 years working experience in the similar position in any reputed organizations. In case of highly skilled and experienced candidate academic qualification may be relaxed. ➤ Professional qualification, such as Diploma in Secretarial Science will be treated as an additional qualification. ➤ The candidates should be smart, dynamic, intelligent and committed. ➤ Maintain confidentiality. ➤ Should be fluent both in writing and speaking English. ➤ Computer Knowledge on MS Word, MS Excel, Ms PowerPoint, etc., is essential. Capable to operate <i>Bijoy</i> Bangla software (compose both English & Bangla). ➤ Sending and receiving e-mails and Internet searching/browsing/Manage LAN, WAN, MAN etc. ➤ Filing and documentation of all incoming and outgoing correspondences, dispatch all letters, reports, documents and maintain chronological register, etc. ➤ Support to meetings, seminars, training programs. ➤ Receive visitors and set-up appointments and giving on time reminders, maintain diary of future program for the Directors and preserve records of previous programs. ➤ Ability to work under pressure with tight deadlines.

The interested candidates with requisite qualifications are requested to apply in **own hand writing** along with a complete CV with names of two referees, two passport size photographs and attested copies of all academic and experience certificates to the following address **by 17/08/2008**. The candidates who are presently in service should apply through proper channel. Personal contact and smoking will be treated as disqualification for the post. Only short-listed candidates will be called for tests and interview. Incomplete applications will not be considered and the organization reserves the right to reject any application or to cancel or postpone the recruitment process for any reason whatsoever.

Administration Director
Caritas Bangladesh
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Shantibagh, Dhaka-1217