



## SAARC Agriculture Centre (SAC)

BARC Complex, Farmgate, Dhaka – 1215, Bangladesh

### VACANCY ANNOUNCEMENT (2024)

#### General Services Staff under SAARC Agriculture Centre (SAC)

Post	:	<b>MLSS</b>
Age	:	Not more than 30 (Thirty) years.
Duty Station	:	Dhaka, Bangladesh
Closing Date	:	<b>20<sup>th</sup> October 2024</b>
Date of Joining	:	Thirty (30) days from the date of issue of offer letter
Duration	:	Full time after satisfactory completion of one year probationary period

#### Brief Job Description:

- Assisting with routine administrative tasks, including photocopying, filing, and delivering documents within the SAC centre or to external locations as required.
- Ensuring the office environment is clean, orderly, and well-maintained.
- Maintaining the meeting rooms, common areas as per the centre's standards (arranging furniture, preparing materials or equipment for events and meetings).
- Handling errands such as delivering mail, collecting packages, and performing banking or other official transactions as required by the SAC.
- Safely handling and distributing official documents and materials to designated personnel.
- Providing general support to office staff, including providing drinking water, preparing tea/coffee, organizing office supplies, and managing requests from senior officers.
- Any additional tasks or assignments as directed by supervisor.

#### Academic Qualification, Experience & others:

- SSC or equivalent qualification.
- Have practical experience in a support role.
- Understanding English language.

#### Salary and Allowances:

1.	<b>Salary Scale</b>	US \$ 118-2x5-128 (EB) 4x5-184 (EB), US \$ 163-5x5-188 (EB) 6x5-218 (EB) US \$ 240-7x5-275 (EB) 9x5-320
2.	<b>House Rent Allowance</b>	50% of basic salary per month.
3.	<b>Conveyance Allowance</b>	US \$ 40.00 per month.
4.	<b>Medical Allowance</b>	US \$ 40.00 per month.
5.	<b>Children Education Assistance</b>	90% reimbursable of school Tuition Fees. US \$ 500.00 per year per child (Max. 2 child).
6.	<b>Festival Allowance</b>	Equivalent to one month's basic per annum.
7.	<b>Other</b>	As per SAARC Harmonized Rules.

**General Information (s):**

Application in English with complete "Curriculum Vitae" with two copies of recent passport size photographs, photocopies of all certificates (education & experience) and other documents should be submitted to Director, SAARC Agriculture Centre, BARC Complex, Farmgate, Dhaka - 1215 within 20th October 2024.

A short list for the interview of the applicants will be made as per approved criteria by the internal selection committee. A notice will be sent to the shortlisted candidates only for the interview. No any financial benefits such as travel allowances will be paid to the candidates appearing for the interview.

*Application called only for Bangladeshi nation.*

**Please note that canvassing of any form will disqualify the candidate.**