



SAARC Agriculture Centre (SAC)
BARC Complex, Farmgate, Dhaka – 1215, Bangladesh

VACANCY ANNOUNCEMENT (2026)

General Services Staff

Post	:	Office Assistant
Age	:	Not more than 32 (thirty two) years.
Duty Station	:	Dhaka, Bangladesh
Closing Date	:	26 th July 2026
Date of Joining	:	Thirty (30) days from the date of issue of offer letter.
Duration	:	Three years (with one year probation period) and may renewal based on conduct and performance.

Brief Job Description:

Assists Administrative matter of the Centre such as filing all correspondence and initiating notes in the file. Supervise and regulate the works of the Driver, Messenger, MLSS, Janitor, Sweeper, etc. Maintaining stores, issue of stationery and other requisites to the office staff and cleaning materials to the maintenance staff, maintenance of franking machine and stamp, franking of postal mail under supervision of Administrative Officer. Maintenance of office Vehicles, Lift, Generator and other office materials.

Maintenance of utilities viz. electricity, water, telephone, sewerage etc. Ordering and issue of annual liveries to GSS IV to VI employees of SAC. To put up establishment and personnel matters, to maintain records, maintenance and preservation of conference room and office keys, transportations, repair and maintenance works, maintenance of file index of all office files, writing petty cash book.

Any other work assigned by the Authority

Academic Qualification, Experience & others:

Bachelor degree in any subject with good academic record with at least 3 years of related experience. Persons having work experience in international/ regional agency would be an added advantage.

Competency in computer and good command over spoken and written English and Bangla is required to perform the tasks with minimum supervision.

Salary and other Allowances of Office Assistant:

1.	Salary Scale	US \$ 161-5x5-186 (EB) 6x5-216 (EB) US \$ 238-7x5-273 (EB) 9x5-318 (EB) US \$ 350-11x5-405 (EB) 12x5-465
2.	House Rent Allowance	50% of basic salary per month.
3.	Conveyance Allowance	US \$ 40.00 per month.
4.	Medical Allowance	US \$ 40.00 per month.
5.	Children Education Assistance	90% reimbursable of school Tuition Fees. US \$ 500.00 per year per child (Max. 2 child).
6.	Festival Allowance	Equivalent to one month's basic per annum.
7.	Other	As per SAARC Harmonized Rules.
All financial benefits will pay equivalent to BDT.		

General Information (s):

Application in English with complete "Curriculum Vitae" with two copies of recent passport size photographs, photocopies of all certificates (educational, experience, birth, NID, etc.) and other documents are submitted to Director, SAARC Agriculture Centre, BARC Complex, Farmgate, Dhaka - 1215 within 26th July 2026.

Selection will be made as per approved criteria by a SAARC level selection committee constituted by the SAARC Secretariat. Interview letters may not be issued to under qualified and inexperienced candidates. *This circular only for Bangladeshi nations.*

No T.A. and D.A will be paid for appearing in the test/interview.

Canvassing of any form will disqualify the candidature.

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