



মানবিক সাহায্য সংস্থা (এমএসএস) MANABIK SHAHAJYA SANGSTHA (MSS)

Vacancy Announcement

Manabik Shahajya Sangstha (MSS) is a leading national-level NGO engaged in socio-economic development since 1974 and providing microfinance to over 200,000 people in rural and urban areas with financial support from PKSF, banks, and other financial institutions. MSS intends to recruit for the following position.

Position: Executive Officer to President.

No. of position: 01

Job Summary: Reporting directly to the President/ Executive Director of MSS, the incumbent will provide executive support in a one-on-one working relationship. S/he will serve as the primary point of contact for internal and external communications on all matters about the President's secretariat.

The ideal individual will have the ability to exercise sound judgment in various situations with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. S/he must be able to work under pressure at times to handle various activities and confidential matters with discretion.

Duties and Responsibilities:

- a) Perform a broad variety of administrative tasks for the President including coordinating an active calendar of appointments and meetings; composing, compiling, and correspondence by maintaining confidentiality.
- b) Set priorities and follow-up actions on incoming and addressing pending important issues.
- c) Ensure priorities on incoming emails, and inquiries, and correspond on behalf of the President's secretariat.
- d) Prepare meeting minutes and scenario notes and briefing binders and provide a recap of action items to the President when required.
- e) Organize, manage, and circulate all meeting materials in advance before conducting meetings in electronic/paper format.
- f) Coordination with concerned departments in advance to get prepared for President's meeting.
- g) Occasionally traveling with the President to take notes/minutes at meetings or to provide general assistance during presentations;
- h) Compiling and prepared reports, presentations, and correspondence for President.
- i) Follow-up necessary arrangements for traveling including ticketing and hotel reservation by President inside and outside the country.
- j) Perform any other duties assigned by the Supervisor.

Job Nature: Full time

Educational Requirements: MBA/Master's degree in any discipline, preferably in English, Management, Journalism, or International Relations from any reputed University. A diploma in Secretarial Science is preferable.

Experience Requirements: Minimum 02 years of practical experience in providing support for upper-level management in a related organization. Experience in INGO/NGO in a similar position will get extra preference.

Job Requirements

- Age maximum 35 years
- Both males and females can apply.
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Should have excellent oral & written communication skills both in English & Bangla.
- Proficiency in computer operation including MS Word, EXCEL, PowerPoint, and Internet.
- Typing skill in Bijoy Bangla is essential.
- Strong interpersonal skills and the ability to build relationships with relevant stakeholders.
- Should have a sense of professionalism and confidentiality.
- Should be flexible and able to work under pressure to meet deadlines.
- **Traveling:** Inside Dhaka- Frequently as and when needed. Out of Dhaka- Occasionally.

Job Location: Dhaka

Salary:

- During probation Tk. 28,000-30,000. After confirmation Tk. 30,000-35,000

Compensation & other benefits (After confirmation)

- Contributory provident fund,
- Gratuity,
- Staff welfare fund,
- Two festival bonuses,
- Yearly salary increment
- And other benefits as per the organization's service rule.

Applying Instructions:

Interested candidates are requested to send their **CVs along with a cover letter** (in one MS word/PDF file) addressed to the Executive Director, MSS to: hr@mssbd.org on or before **February 09, 2023**. Please mention the position you applied for in the subject line of the email. **Only short-listed candidates will be called for the selection process.**

MSS is an equal-opportunity employer. Any kind of persuasion will be treated as a disqualification of the candidate. MSS reserves the right to cancel this recruitment process without assigning any reason whatsoever.