Name of Position: Computer Operator cum Admin Assistant
Number of Vacancies: 02
Nature of Job: Project Staff
Job Location: Chattogram and Sylhet
Application Deadline: March 22, 2025

Job Purpose: Contribute to ensure project related functions are managed efficiently and effectively.

Essential Requirements:

Education: Diploma in Computer Technology/Graduate from any discipline.

Experience: Relevant professional experience will be given preference.

Age: The age limit for the applicant would be maximum 30 years. Management has the right to make exceptions based on qualifications.

Others:

- Good command of communication skills both in Bangla and English.
- Excellent computer operating skills including MS Office packages.
- Excellent typing speed both in Bangla (Bijoy & Nikosh) & English.
- Self-motivated, adaptable and team player.
- Ability and willingness to travel frequently.

Core Job Responsibilities:

- Prepare and print all types of letter & note.
- Prepare and print all types of bills & records.
- Maintain all types of register files & update regularly.
- Maintain all type of files & update regularly.
- To assist for timely preparation of payroll and payout.
- To provide necessary support for effective and efficient management of advances and loans to different projects.
- To ensure proper documentation both electronic and hard copies of all records.
- To assist in all asset related transactions, its proper recording and verify updated inventory records of all assets in coordination with relevant teams.
- To provide support to procurement processes as per requirement.
- To carry out all sorts of activities regarding purchase of goods and services for the smooth operation at regional level.
- To prepare purchase documents (tender notice, tender schedule, terms of reference, purchase proceedings, comparative statement of the bidders etc. in case of purchase through sealed tender and press tender) and ensure timely procurement and supply of Teaching Training Material (TTM), training tools/equipment, and other materials and services.
- To collect spot quotations in case of spot tender and ensure timely procurement of the goods and services.
- Promote and contribute to ongoing efforts towards gender equity & equality, child/staff protection & safeguard, inclusiveness, accessibility and discrimination free environment in the workplace and operations/activities/plans.
- To maintain strict confidentiality of information, documents and other internal and external communications.
- To carry out any other relevant tasks assigned by supervisor as and when necessary.

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Safeguarding: UCEP Bangladesh is dedicated to creating a safe and respectful work environment, free from any form of misconduct such as sexual harassment, exploitation, abuse, lack of integrity, and financial impropriety. It is imperative that our staff actively safeguard the well-being of children, young individuals, and adults consistently. We require all team members and volunteers to uphold this commitment in accordance with our Code of Conduct and PSEAH policies. We place utmost importance on recruiting individuals who wholeheartedly embrace and exemplify this dedication in their work with us.

Monthly Salary: BDT. 17,582/- (Consolidated)**.**

Compensation & Benefits: As per project policy.

***Without requisite qualifications and experience will not be considered.

Apply Procedure

Interested candidates should apply to **https://jobs.ucepbd.org** on or before **March 22, 2025**. Only short-listed candidates would be contacted and may be requested for more information. The authority reserves the right to accept/reject any or all applications without assigning any reason whatsoever. Direct application to any UCEP Bangladesh staffs, any communication in regard to the application or any attempt to influence the process will immediately disqualify candidacy. UCEP Bangladesh is actively trying to increase equity and gender parity in the organization. Therefore, qualified women and candidates from disadvantaged backgrounds including Persons with Disabilities (PWDs) are especially encouraged to apply. The compulsory age of retirement is 60 years.

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