

Vacancy Announcement



Inspiring Excellence

Centre for Peace and Justice

Position Title: Admin, Finance & HR Officer	Starting from: ASAP
Duration: 1 Year (Renewal based on Performance)	Number of Position: 1
Type of Appointment: Contractual	Work Station: Ukhiya, Cox's Bazar
Direct Reporting: RSU Project Manager	Reporting Line: Director, Academic and Legal Empowerment
Salary: Negotiable	Experience: 3 Years

BACKGROUND:

Centre for Peace and Justice (CPJ) is a multi-disciplinary academic institute, which intends to promote global peace and social justice through quality education, research, training and advocacy. CPJ is committed to identifying and promoting sustainable and inclusive solutions to a wide range of global concerns and issues, including fragility, conflict and violence. The institute has multiple interventions in Cox's Bazar under its Refugee Studies Unit (RSU). We are looking for an experienced and self-motivated Admin, Finance & HR Officer according to the below Terms of Reference;

POSITION OVERVIEW:

The Admin, Finance & HR Officer will be responsible to ensure administrative, financial and human resource-related activities in the field office in close collaboration with RSU Project Manager. The position is responsible to keep records of all financial and human resources records in the field office. Also, liaison with bank authorities and management of CPJ for smooth transactions.

JOB RESPONSIBILITIES:

- Support the administrative, financial and HR procedures for the various projects in collaboration with the RSU Project Manager, CPJ Dhaka office and BracU Central Finance and Accounts Department;
- Collaborate financial activities and ensure smooth payment process to vendors maintaining proper documentation and records as per donor requirements align with BracU financial policy;
- Develop financial capacity delivered to the logistic department including procurement, reporting, compliance, etc;
- Meet the deadline for financial reporting as required and send it to the appropriate authorities;
- Meeting financial reporting requirements placed on them by institutional donors;
- Conduct recruitment interviews with the guidelines of project staff and provide necessary inputs during the hiring process;
- Maintain HR records and documentation;
- Develop working collaborations with the project partners, relevant stakeholders and authorities;
- Liaise with vendor/supplier/service provider and other relevant agencies; and
- Performs other duties as required by CPJ management;

REQUIRED QUALIFICATIONS/SKILLS:

- Completed Bachelor Degree from a reputed academic institution preferably in Accounting/Finance or other relevant subjects;
- Relevant experience of 3 years in a similar position will be preferred;
- Excellent Command over written and oral English as well as excellent Microsoft Office and IT skills;

Deadline of Application Submission: CV along with a motivation letter should be sent to cpj@bracu.ac.bd

By 20 July, 2022 mentioning name of position in the subject line;

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- Please note that only short-listed candidates will be called for interview
 - CPJ is an equal opportunity employer and maintains 'zero tolerance' regarding sexual harassment
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