

Vacancy Announcement



Inspiring Excellence

Centre for Peace and Justice

Position Title: Admin, Finance and HR Officer	Expected Starting Date: Immediate Joining
Reporting Line: Director, Academic and Legal Empowerment	Direct Reporting: RSU Lead
Duration: 12 Months (with probable extension)	No of Position: 01
Type of Appointment: Contractual	Work station: Ukhiya, Cox's Bazar
Salary: Negotiable	Experience: 3 Years

BACKGROUND:

Centre for Peace and Justice (CPJ) is a multi-disciplinary academic institute, which promotes 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 and HR Officer according to the below Terms of Reference;

POSITION OVERVIEW:

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

SCOPE OF WORK:

- 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 aligning with BRACU financial policy;
- Develop financial management capacity of the logistics department regarding procurement, reporting, compliance etc;
- Facilitate training sessions for the logistics team on financial management principles, procurement best practices, and compliance requirements.
- Meet the deadlines for financial reporting as required and submit to appropriate authorities including institutional donors
- Conduct recruitment interviews with the guidelines of project staff and provide necessary inputs during the hiring process;
- Maintain HR records and documentation process;
- Develop working collaborations with the project partners, relevant stakeholders and authorities;
- Liaise with vendor/supplier/service provider and other relevant agencies; and
- Perform other duties as required by CPJ management;

EDUCATION AND EXPERIENCE

- 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 February 29, 2024 mentioning name of position in the subject line.

-
- *CPJ is an equal opportunity employer and women are encouraged to apply*
 - *Please note that only short-listed candidates will be called for interview*
-