

## চাকরির সারসংক্ষেপ

খালি পদ: --

কর্মস্থল: Dhaka

অভিজ্ঞতা: সর্বনিম্ন ২ বছর

প্রকাশ তারিখ: ০৫ এপ্রিল ২০২৬

অ্যাপ্লিকেন্টদের **ভিডিও সিডি** সাবমিট করতে উৎসাহিত করা হচ্ছে।

PRO

অ্যাপ্লিকেশন ইনসাইটস

দেখুন

## প্রয়োজনীয় বিষয়সমূহ

## শিক্ষাগত যোগ্যতা

- Diploma
- Bachelor/Honors
- Bachelor's/ Diploma in Civil/ Architecture/ Structural-Civil/ Electrical Engineering from any recognized educational institution.

## অভিজ্ঞতা

- At least 2 years
- The applicants should have experience in the following business area(s): NGO, Healthcare/Lifestyle product, Healthcare Startup

## অতিরিক্ত প্রয়োজনীয় বিষয়সমূহ

- Minimum 2 years of working experience is required.
- Knowledge of methods and the tools involved in the construction work.
- Manage contractors and resources.
- Efficient in site problem-solving.
- Good communication and writing skills.
- Ability to work on complex projects.
- AutoCAD with a sound knowledge of 2D modelling.
- Able to operate Microsoft Office tools.

## চাকরির দায়িত্বসমূহ এবং কনটেন্ট

BRAC is an international development organisation founded in Bangladesh that partners with over 100 million people living with inequality and poverty globally to create sustainable opportunities to realise potential.

BRAC Microfinance provides people who cannot access traditional financial banking services with access to a suite of financial services, including loans, savings and microinsurance. We provide an alternative to high-interest loans from informal lenders, supporting families to invest in income-generating activities, build assets, and reduce vulnerability to health shocks and natural disasters. Passionate about finance beyond formal banking systems? Join the BRAC Microfinance team to help build a more financially-inclusive society, where everyone can access finance when they need it - safely, responsibly and sustainably.

Working at brac is not like any other job. It is a platform where you can bring about real change for people who need it the most. We are not just dreaming of a better world, we are building it. Join us to find the way.

## Job Purpose

The position is responsible for providing comprehensive administrative, logistics, and civil works-related support to ensure smooth implementation of program activities. The role includes procurement support, asset and inventory management, office and building management, coordination with internal stakeholders, and compliance with organizational policies, including safeguarding and gender policies.

## Key Responsibilities

- Collect, receive, distribute, and properly maintain all necessary materials required for program implementation in a timely manner.
- Provide logistical and administrative support in organizing business meetings, workshops, and official events.
- Assist in SIM, Cellular network, Solar, IPS, power backup solution and other related activities, including coordination and basic support.
- Ensure updating and management of office land and property documents, including payment of municipal tax, land revenue, and assisting in resolving land-related issues.
- Prepare priority-based lists of field office requirements for new building construction, renovation, extension, and repair & maintenance of existing buildings, in line with approved plans and organizational needs.
- Monitor and regular follow-up of construction, renovation, and repair-maintenance works of owned buildings to ensure quality and compliance. Promptly inform the Microfinance authority and the Construction Department of any required changes or corrective actions.
- Proactively supervise and check the ongoing project, make sure the quality of work, complete work on schedule within budget.
- Communicate regularly with the Operations, Construction and Maintenance department and others relevant departments to maintain the continuity of the construction work and resolve the change request and others identified issues.
- Prepare and submit monthly work plans, field visit schedules, and regular status/progress reports in a timely and accurate manner, in line with organizational requirements.

## Safeguarding Responsibilities

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals on safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

## প্রয়োজনীয় স্কিল এবং অভিজ্ঞতা

Administration Inventory Management Logistic Support Office Management Purchase/ Procurement

## কম্পেন্সন এবং অন্যান্য সুবিধাসমূহ

- Festival Bonus, Contributory Provident Fund, Gratuity, Performance Bonus, Maternity/ Paternity
- Leave, Health and Life Insurance, and others as per policy.

## চাকরির ধরন

Full Time

## কর্মস্থল

Dhaka

## রিজিউমি পাঠানোর উপায়

অ্যাপ্লাই ইউআরএল:

<https://careers.brac.net/jobs/admin-infrastructure-officer-microfinance-programme-2740?bulk=false>

## কোম্পানির তথ্যাবলী

BRAC

ঠিকানা:

BRAC Centre, 75 Mohakhali, Dhaka-1212

ব্যবসার ধরন:

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এই কোম্পানির অন্যান্য সব চাকরি