

Christian Service Society (CSS)

Admin & Public Relation Officer (PRO)

Application Deadline : 20 Oct 2026

Vacancy: 01	Age: At most 40 years	Location: Khulna
Salary: Negotiable	Experience: At least 3 years	Published: 01 Oct 2026

Requirements

Education

- Graduate / Postgraduate
- Academic qualification will be relaxed for experienced candidates.

Experience

- At least 3 years
- The applicants should have experience in the following business area(s): NGO

Additional Requirements

- Age At most 40 years
- Only Male
- Minimum 3 years of working experience in a similar position;
- Age restriction will be relaxed for experienced candidate;
- Preference will be given to those who have received training on Communication, Event management;
- Hardworking, punctual and willingness to work extra time.

Responsibilities & Context

Christian Service Society (CSS) is a renowned national NGO in Bangladesh working in Health, Education, Economic and Enterprise development sectors. We are currently looking for an experienced "Admin & Public Relation Officer" who will be responsible for maintaining liaison, networking & communication with different Government & Non-government organizations and institutions as well as handling organizational legal issues.

Job Responsibilities:

- Communicate with different GO/NGO/Public representatives at District, Upazilla, Union level and with international organizations as per the need of the organization;
- Maintain relationship with Press Club and Journalists;
- Take necessary actions for publishing press release, advertisement in the local and national newspaper;
- Prepare & submit monthly, quarterly activity report of CSS to the different government offices/Secretariates as per schedule;
- Build a functional linkage with Bangladesh Road Transport Authority (BRTA) and Insurance offices for the renewal of vehicles` fitness certificates, Tax token and insurance;
- Oversee timely renewal of all types of licenses of the organization;
- Prepare requisition form, necessary approval & bills for using official vehicles;
- Take necessary steps for depositing all kind of utility bills including telephone & mobile bills, electricity bills, yearly tax of City Corporation, land revenue as per payment schedule;
- Prepare necessary documents and maintain formalities for land purchase/sale;
- Represent CSS in the court and maintain relationship with advocates in order to handle legal matters successfully;
- Collect/preserve the record of different land related cases;
- Collect and preserve the paper cuttings from National & Local newspapers related to the News of CSS as well as development activities;
- Attend and organize different seminar, workshop, rally, and meeting as per instruction of higher authority;
- Represent CSS in different forums;
- Distribute organizational promotional materials, newsletters on a regular basis;
- Any other duties as assigned by the Supervisor/ respective Director.

Skills & Expertise

Other Relevant Skills

Stakeholder Management

Public Relations

Media Relations

Regulatory Compliance

Compensation & Other Benefits

After being permanent upon successful completion of probation period (six months), other benefits will be provided as per the organizational policy i.e. provident fund, gratuity, festival bonus, yearly increment, staff insurance (kormi Bima), medical allowance (Kormi Sohayota Tohobil) etc.

Workplace

Work at office

Employment Status

Full Time

Gender

Only males are allowed to apply.

Job Location

Khulna

Apply Procedure

Hard Copy

Eligible and interested candidates are requested to submit their CV with a cover letter including two recent PP-size photographs, photocopy of all academic certificates, experience certificates, and national ID card by addressing to the Director- HRM & PMEL, CSS Head Office, 1660 & 1661 Jalma puraton ferryghat road, Jalma, Batiaghata, Khulna. Please write the name of the applied position on the envelope and also mention the mobile number in the CV. Only short-listed applicants will be called for an interview. Any attempt to influence the process of recruitment will result in disqualification. CSS authority holds the right to accept or reject any interview or all applications without giving any reasons. No TA/DA will be admissible to the candidates for the interview. Candidates who have relatives working in CSS are discouraged from applying. Email Copy is not acceptable.

C/

NGO/Development

155+ Vacancy

4 Jobs

1-25 Employees

Address:
1660-1661 Jalma puraton ferryghat road, Jalma, Batiaghata, Khulna.