

Deputy Manager, Regulatory Affairs (BRAC Seed and Agro Enterprise)

Location: BARDC, Gazipur, Gazipur Sadar, Gazipur, Dhaka

Date Posted: March 12, 2026

Last Date of Application: April 28, 2026

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.

Are you passionate about business and social change? Do you have innovative ideas about how markets can work for development? Are you enterprising, innovative, do you think differently? BRAC Enterprises support people to become self-reliant. Aarong celebrates the skills and traditions of artisans, Aarong Dairy links small-scale producers, often with just a few cows, to commercial markets, BRAC Seed provides seeds to millions of farmers in rural areas. Enterprises are diverse and always evolving, but with the same goal - ensuring everyone has a livelihood. Get deep into products and their impact on peoples' lives. Innovate for impact. Join BRAC Enterprises.

JOB PURPOSE

This position will be responsible for to file cases directly against defaulting dealers and manage legal proceedings as required, assist in land purchases and ensure proper updating of all land-related documents and solve land-related issues across different farms of BRAC Seed and Agro. Also, responsible to take necessary legal and administrative actions against staff involved in money embezzlement and support the recovery of outstanding dues from defaulting dealers and customers.

KEY RESPONSIBILITIES

- To file cases directly against defaulting dealers and manage legal proceedings as required.
- To assist in land purchases and ensure proper updating of all land-related documents
- To take proper initiative to purchase land and sales land
- To support the recovery of outstanding dues from defaulting dealers and customers
- To take necessary legal and administrative actions against staff involved in money embezzlement
- To do treasury and dismissed of land of Seed and Agro
- To communicate with supervisor according to program needs and submit different reports and other related documents timely.
- To coordinate with the lower, Sub Register/ Register etc.
- Perform any other duties as and when assigned by the respective authority

SAFEGUARDING RESPONSIBILITIES

- Ensure the safety of the staffs from any harm, abuse, neglect, harassment and exploitation to achieve the program'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 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.

ADDITIONAL JOB REQUIREMENTS

- Education will be relaxed for the experienced Candidates
- Experience in relevant field will be given preference
- Knowledge on Planning, knowledge about case handling, land purchase, over dues collection, financial management, Budget preparation, program planning and execution, policy formulation
- Solution driven, smart, approachable and possesses ability to work with people from different backgrounds
- Must have skill of multitasking
- Able to work under stress situation
- Able to manage any unwanted situation

EDUCATIONAL REQUIREMENTS

The candidate should have Graduate with minimum CGPA 2.50 or 2nd division/ class or equivalent result in all academic examinations (LLB /LLM/ Masters preferable)

EXPERIENCE REQUIREMENTS

3 years

BENEFITS

Health and Life Insurance, Festival Bonuses, Contributory Provident Fund, Gratuity and others as per policy

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Distribution Assistant, Modern Trade (BRAC Dairy and Food Project)

Location: Anywhere in Bangladesh

Date Posted: March 25, 2026

Last Date of Application: April 4, 2026

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JOB PURPOSE

To ensure proper time delivery at modern trade and as assigned territory by Management.

KEY RESPONSIBILITIES

- Every day Present delivery spot sharp at 5.30 am to 6.00 am
- Receive the product as per loading slip.
- Unload minimum 120 cartons or Milk caret at his assigned territory.
- Ensure good one Product Delivery and leak or damage products instant send back to factory.
- Ensure proper distribution on the basis of Outlet Wise invoice.
- Collect leak or damage from every outlet and send to factory through leak slip.
- Maintain delivery schedule & ensure delivery within short time.
- Submit all types off document like leak slip & received chalan to HO in every week.
- Product Merchandising if Merchandiser absent.
- Party wise & date wise chalan preserve in file.

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.

ADDITIONAL JOB REQUIREMENTS

- Ability to manage sales and distribution networks.
- MS word, MS-excel
- Communication
- People management skills
- Distributions and operational knowledge about Modern Trade.
- Knowledge about Damage product collection and management.
- Knowledge about product management at Modern trade outlets.
- Inventory Management
- Willing to Work under pressure and challenging environment
- Relationship Building
- Work Prioritizing

EDUCATIONAL REQUIREMENTS

The candidate should have H.S.C Pass with minimum 2nd division/class or equivalent GPA/CGPA in all academic examinations from any recognized institution. (Age, Education and Experience will be relaxed for the potential candidate)

EXPERIENCE REQUIREMENTS

N/A

BENEFITS

Health and Life Insurance, Festival Bonuses, Contributory Provident Fund, Gratuity and others

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Manager, Tax & VAT, Finance & Accounts

Location: Head Office

Date Posted: March 16, 2026

Last Date of Application: April 2, 2026

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.

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

To accurately prepare and file tax returns, maintain proper tax documentation, implement effective tax planning initiatives, and ensure compliance with applicable tax laws and regulations to minimize tax liabilities for individuals or organizations.

KEY RESPONSIBILITIES

- Ensure meticulous documentation, control, and maintenance of Income Tax records across head office and field offices.
- Strategize and address tax issues proactively to mitigate risks and ensure compliance.
- Maintain regular communication with the National Board of Revenue (NBR), tax advisors, and legal experts regarding BRAC and other entities.
- Conduct training sessions for field office staff on Tax and VAT policies, procedures, and compliance requirements.
- Prepare annual Tax & VAT internal memoranda, summaries of Finance Act highlights, and Tax & VAT training modules.
- Compile the annual report on Tax, VAT, TDS, and VDS deposits for disclosure purposes.
- Coordinate with cross-functional teams to plan, communicate, and prepare documents for tax assessments, appeals, and reference filings.
- Prepare and file withholding tax returns and Annual Corporate Income Tax Returns, ensuring timely payment of advance income tax for BRAC and other entities.
- Facilitate resolution and adjustments of past years' income tax matters.
- Verify, classify, and reconcile Advance Income Tax (AIT), Tax Provisions, and Tax Expense GL accounts.
- Maintain monthly tax reporting, reflecting AIT, TDS, tax expense/adjustments, customs duties, VAT, and VDS status across entities.
- Explore automation of tax reporting in the ERP system, including documentation, challans, and AIT records for head and field offices.

SAFEGUARDING RESPONSIBILITIES

- Ensure the safety of Programme Participants, people who come into contact with the organisation and team members from any harm, abuse, neglect, harassment and exploitation including sexual exploitation and abuse (SEA) to achieve the programme's goals of 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 and encourage others to do so.

ADDITIONAL JOB REQUIREMENTS

- Demonstrate strong knowledge of Tax and VAT laws, regulations, and basic accounting principles to support accurate financial and compliance processes.
- Apply proficiency in Microsoft Office applications (Excel, Word, PowerPoint) for reporting, analysis, and documentation.
- Communicate effectively and maintain strong interpersonal skills to collaborate with team members and stakeholders.
- Work efficiently in a team environment while contributing to shared goals and objectives.
- Exhibit an innovative mindset with the ability to identify and implement process improvements.
- Utilize analytical and problem-solving skills to address challenges and ensure effective solutions.
- Demonstrate a proactive, adaptable, and self-starter attitude, capable of taking initiative in dynamic work environments.

EDUCATIONAL REQUIREMENTS

Bachelor's degree in Finance, Accounting, Business Studies, or other relevant disciplines from any recognized university. At least CA course completed (certificate level passed) from a reputed chartered accountancy firm/ ACCA/CMA

EXPERIENCE REQUIREMENTS

Minimum of 5 years of relevant experience in Accounting, Tax, VAT laws and regulations.

BENEFITS

Festival Bonus, Contributory Provident Fund, Gratuity, Health and Life Insurance, Maternity/ Paternity Leave, Wellness Centre Facility, Day Care Facility, and others as per policy.

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