

Search for Future Leaders in Infrastructure Financing



BIFFL, a leading financier of infrastructure projects in Bangladesh, is looking for young and promising talents, dedicated to engineer growth of the country being a part of its meritorious and dynamic team of management.

Yes! That's you!

Officer (Admin & HR)-1 post

Academic Profile:

Post-graduate/ 4-year integrated Honours degree in Management/ Human Resources/ MBA/ BBA with major in Management/ Human Resources from reputed public/ private universities.

Required minimum CGPA: 3.00 out of 4.00 for Officer Position.

Other Qualifications:

- In addition to academic qualification, Candidate must have-
 - i) Excellent ability in speaking and writing in English and Bengali.
 - ii) Capable of multi-tasking with strong presentation skill.
 - iii) Excellent proficiency in computer literacy and communication.
- Selection Process:
 - i) Screening and short-listing of candidate who meet qualifying requirement.
 - ii) Candidate to appear in competitive written test
 - iii) Face to Face oral interview
 - iv) Final selection and offer

Responsibilities:

- a) To perform various duties relating to recruitment, posting, transfer, increment, promotion of the employees;
- b) To prepare Monthly Payroll Sheet;
- c) To perform duties relating to training and development ;
- d) To arrange logistic for meetings, workshop, seminars;
- e) To supervise the Support Staff, Drivers, Guards, Cleaners etc.;
- f) To supervise store keeping, inventory, vehicle repair & maintenance;
- g) To make liaison with different local & foreign training institutions for arranging training, seminar, workshop for the employees of BIFFL as a part of Human Resource Development;
- h) To carry out any other special duties & responsibilities as and when assigned by the management from time to time.

Age Limit: 30 Years.

Experience: Fresh graduate.

Compensation: Tk. 50,000 (Gross) per month plus other fringe benefits

- Interested candidates who meet the above criteria are invited to send a full resume, a passport size photograph with a cover letter addressed to the Executive Director & CEO, BIFFL by 11 February 2016 through e-mail to career@biffl.org.bd by mentioning the name of the position in subject line, or by post to BIFFL, 4, Anjuman Mufidul Islam Road, Kakrail, Dhaka-1000.
- Selection will be based purely on merit.
- BIFFL is an equal opportunity employer and strictly maintains non-smoking environment.
- Any kind of persuasion will be automatically disqualify candidature.
- BIFFL reserves the right to accept or reject any application without assigning any reason.



Bangladesh Infrastructure Finance Fund Limited (BIFFL)
(A Company under the Ministry of Finance)