



## CENTRE ON INTEGRATED RURAL DEVELOPMENT FOR ASIA AND THE PACIFIC (CIRDAP)

A regional, intergovernmental and autonomous organization  
Dhaka, Bangladesh (www.cirdap.org)

### Vacancy Announcement – Executive Officer (EA Level, Grade-3)

Job Reference No. PE.2/4-11/29042025/1

DEADLINE FOR SUBMISSION OF APPLICATION: **31<sup>st</sup> May 2025**

[This position is open to Bangladeshi citizens only. Women are encouraged to apply]

**Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP)**, a regional, intergovernmental organization invites applications from the Bangladeshi nationals for the position of **Executive Officer (EA Level, Grade-3)** for its Headquarters located in Dhaka, Bangladesh.

---

Functional Title	: Executive Officer (EA Level, Grade-3)
Level	: Grade-3
Organization	: Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP)
Division	: Admin Unit
Location	: CIRDAP Secretariat, Dhaka, Bangladesh
Recruitment Status	: General Service Category (Fixed Term)
Duration of Assignment	: Initially for a period of 01 (one) year including 6 (six) months' probation

### **Background**

CIRDAP was established with the auspices of Food and Agriculture Organization (FAO) of the United Nations on 6<sup>th</sup> July, 1979. It has 15 member countries namely, Afghanistan, Bangladesh (Host State), Fiji, India, Indonesia, Iran, Lao PDR, Malaysia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam. The purpose of CIRDAP is to provide technical support and promote innovative best practices on sustainable IRD amongst member countries in Asia-Pacific in order to improve the lives of the rural people.

### **Position Purpose**

The Executive Officer supports the Head of Administration in mandated activities under Administration and General Service Management of CIRDAP.

### **Key Duties and Responsibilities**

Under the direct supervision of the Head of Administration, the Executive Officer is responsible for carrying out the following duties and responsibilities:

- Procure both expendable and non-expendable items and services required for the efficient functioning of the office, including soliciting estimates, preparing cost comparisons, and processing purchase requisitions and orders.
- Receive and inspect all delivered equipment, supplies, and materials to ensure compliance with purchase orders and quality standards.
- Maintain accurate records of all purchase orders and follow up on outstanding deliveries or issues.

- Store management and manage stock levels and maintain proper records of store deliveries and disbursements.
- Oversee the maintenance and upkeep of the office premises; coordinate and supervise repair and maintenance activities.
- Supervise office drivers and vehicles and ensure appropriate use and maintenance of vehicles, prepare monthly reports on vehicle usage and fuel expenditures.
- Deal with the vendors and maintain a database and file records, issuing work order and work follow up.
- Arrange for the maintenance and repair of office equipment, maintain the records properly.
- Provide support on official meetings, events, workshops etc.
- Provide support for protocol-related activities, along with communication to civil aviation and airport.
- Assist on travel and hotel arrangements.
- Perform any other duties as assigned by the supervisor.

#### **Qualifications and Experiences:**

- Master's Degree in any discipline. MBA is preferable.
- A minimum of three (3) years of progressively responsible experience in procurement and supply chain, administrative services or related area is required.
- Experience in development sector (Non-Government Organization)/INGO/UN will be an added advantage;

#### **Competencies:**

- Excellent computer skills, particularly in Excel & Word (MS Office in general).
- Good communication skills;
- Self-starter and good organizer;
- Transparent and independent;
- Honest, sincere and dedicated towards the organization.

#### **Personal Attributes:**

- Visionary;
- Upholds moral or ethical values;
- Conceptual thinking and the ability to think outside the box;
- Ability to adjust to changes and innovative.

#### **Salary & Other Benefits**

The Executive Officer (EA Level, Grade-3) will receive a highly competitive salary package, ensuring both financial stability and professional growth. The annual basic salary is \$ 4,831, translating to a monthly payment of \$ 403. In addition to this, the position offers a 5% Cost of Living Adjustment (COLA) as well as a Contributory Provident Fund, exemption from taxation on the salaries. Salary will be paid in equivalent local currency.

Along with a competitive salary, the Executive Officer (EA Level, Grade-3) will enjoy a comprehensive range of benefits designed to promote well-being, family support, and long-term security. These include an Education Grant for dependents, Festival Bonuses, Health Insurance coverage, Additional perks such as Death Gratuity, Leave Encashment. All benefits are as per provision of CIRDAP Staff Rules and Policy Body decision.

#### **Application Procedure**

- (1) Download and fill up Personal History Form from <https://cirdap.org/vacancy/>
- (2) Submit following documents only
  - (i) Motivational letter
  - (ii) Recent CV

- (iii) Personal History Form
  - (iv) Recent photo to be attached
- (3) Applications along with all documents should be submitted by the applicant to the email address:  
[hr@cirdap.org](mailto:hr@cirdap.org)

**Points to be noted:**

Candidates are requested to follow the application procedure strictly; any incomplete application and wrong submission will not be considered. Any kind of persuasion will disqualify the candidature.

**Caution**

Please note that CIRDAP never asks for or ever accept any fees or any type of monetary benefits for recruitment process. Moreover, CIRDAP advises you to be vigilant against any such fraudulent activities.

At CIRDAP, we are dedicated to fostering a diverse and inclusive environment built on mutual respect. We recruit, hire, train, compensate, and promote individuals without regard to race, religion, color, sex, gender identity, sexual orientation, age, ability, national origin, or any other characteristic protected by law. Employment decisions are made based on qualifications, competence, integrity, and organizational needs.

*(The Management of CIRDAP reserves all the right to make any decision without assigning any reason whatsoever)*