



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

A regional, intergovernmental and autonomous organization

Dhaka, Bangladesh (www.cirdap.org)

Vacancy Announcement – Cook

Job Reference No. PE.2/4-12/24092026/1

DEADLINE FOR SUBMISSION OF APPLICATION: **24 October 2026**

[This position is open to Bangladeshi citizens only]

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 **Cook** for its Headquarters located in Dhaka, Bangladesh.

Functional Title	: Cook
Level	: Grade-2
Organization	: Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP)
Division	: CICC 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 is a regional, intergovernmental and autonomous organization. It was established with the auspices of Food and Agriculture Organization (FAO) of the United Nations on 6th July, 1979. It has 15 member countries namely, Afghanistan, Bangladesh (Host State), Fiji, India, Indonesia, IR Iran, Lao PDR, Malaysia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam.

Position Purpose

The Cook will be responsible for the efficient day-to-day operation of the kitchen at the CIRDAP International Conference Centre (CICC). The position involves preparing and serving high-quality meals for participants, guests, and staff; maintaining high standards of food hygiene and kitchen sanitation; managing kitchen supplies and inventory; minimizing food wastage; and coordinating the work of kitchen and support staff.

Key Duties and Responsibilities

The Cook will be responsible for carrying out the following duties and responsibilities:

- Prepare and cook high-quality meals for CICC guests, participants, and staff in accordance with established menus and food safety standards.
- Ensure timely preparation and serving of meals.
- Supervise and coordinate the work of kitchen and service support staff during meal preparation and service.
- Ensure proper use, storage, and handling of food items, kitchen supplies, equipment, and utensils.

- Monitor kitchen inventory and inform the management of requirements for food items and other kitchen supplies.
- Control misuse of food products and minimize food wastage.
- Maintain cleanliness and hygiene of the kitchen, utensils, appliances, refrigerators, and other kitchen facilities.
- Ensure compliance with established housekeeping, food safety, and sanitation procedures.
- Ensure proper storage and preservation of food items to maintain quality and safety.
- Maintain a clean and organized working environment at all times.
- Report any malfunction, damage, shortage, or maintenance requirement relating to kitchen equipment and facilities to the concerned authority.
- Perform other duties and responsibilities as assigned by the management.

Qualifications and Experiences:

- Minimum SSC.
- Age should be within 30 - 40 years.
- Minimum 3 years' experience in professional cooking, catering, or commercial kitchen supervision;
- Age and educational qualifications may be relaxed for exceptionally experienced and suitable candidates, at the discretion of the competent authority.
- Understanding of food safety, sanitation protocols, and basic inventory management;
- Strong organizational, communication, and team guidance skills;
- Self-starter and good organizer;
- Ability to work in a multicultural environment;
- Language: Bengali and English;

Relevant Skills

- Professional Cooking
- Food Preparation
- Food Safety and Hygiene
- Kitchen Management
- Inventory and Stock Management
- Meal Planning and Preparation
- Kitchen Equipment Handling
- Team Coordination and Supervision

Salary & Other Benefits

The Cook will receive a highly competitive salary package, ensuring both financial stability and professional growth. The annual salary is \$ 4,220, translating to a monthly payment of \$ 352. Salary will be paid in equivalent local currency. Considering present rate, the monthly salary in BDT is 42,944/-. In addition to this, the position offers Contributory Provident Fund, exemption from taxation on the salaries.

Along with a competitive salary, the Cook 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

Forward application with recent CV with two referees mentioning details along with the copies of educational & work experience certificates and a recent passport size photograph to the **CIRDAP, GPO Box 2883, Dhaka-1000** or sent through E-mail to hr@cirdap.org latest by 24 October 2026.

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)