

Vacancy Announcement for the Position of Admin Assistant

Improved Capacity for Energy Access (ICEA) a USAID Bangladesh project is inviting application for suitable candidates for the position of Admin Assistant. Duty station will be in Dhaka. Responsibility of the incumbent shall be as follows: Assist in daily administrative work of the project to ensure efficient operation of the ICEA office. Provide assistance & logistical support for conducting training/seminars. Carryout all required data entry & reporting as instructed by the Project Manager.

Required Qualification & Competencies: Proficiency in English & Bangla with at least a Bachelor's Degree in Accounting, Finance or other business related subject with summer work or internship experience. Knowledge in Ms Office, Excel is a must. Please send your complete CV along with a recent passport size photograph & two references electronically to jobs@icea-dhaka.org or to ICEA House#11, Road#12, Baridhara, Dhaka-1212 by 27th March, 2011. Only short-listed candidates will be contacted.