

Government of the People's Republic of Bangladesh
Ministry of Commerce
WTO Cell
www.mincom.gov.bd

Vacancy Announcement

The WTO Cell of the Ministry of Commerce invites application from suitable candidates for the following positions under the project "Strengthening Institutional Capacity and Human Resources Development for Trade Promotion"-

1. Finance Associate
2. IT Expert
3. Office Assistant

For detailed job profile, requirements, salary and other benefits please visit our website www.mincom.gov.bd.

Interested candidates who fulfill the requirements should submit application by post by October 19, 2017. Only short listed candidates will be invited for the selection process.


(Md. Munir Chowdhury)
Project Director
&
Director General
WTO Cell

Term of References

Job Title: Finance Associate

1. **Responsible to:** NIU Coordinator, NIU Deputy Coordinator
2. **Key Responsibilities:**
 - Provide support to the NIU Chief Coordinator and Deputy Coordinator to maintain financial dealing.
 - Develop and maintain a filing system for the EIF Programme, including an e-filing system and back up of all files.
 - Liaise with Ministry of Finance to implement project financial record keeping. maintain project financial records and reconcile with Ministry of Finance on a monthly basis
 - Initiate local procurement when required by the Finance Associate
 - Provide logistical support for meetings, workshops and training events.
 - Any other duties and responsibility as requested by the EIF Coordinator
3. **Qualification and Experiences:**
 - Graduate in Accounting or Finance discipline
 - Good computer skills in MS Word and MS Excel
 - 2 to 3 years work experience in a similar position
 - Experience in organizing workshops and events
 - Good interpersonal skills.
4. **Languages**
 - Excellent oral and written communication skill in Bangla and English.
5. **Duty station**
 - Dhaka, Bangladesh
6. **Salary & other benefits**
 - Negotiable
7. **Duration**
 - Only for project period
8. **Last Date of Application**
 - 19 October 2017


Mohammad Mahbubur Rahman Patwary
Deputy Director (Deputy Secretary)
Ministry of Commerce
Govt. of the People's Republic
of Bangladesh

Term of References

Job Title: IT Expert

1. **Responsible to:** NIU Coordinator, NIU Deputy Coordinator and National Program Manager
2. **Key Responsibilities:**
 - Provide support to the NIU Chief Coordinator, Deputy Coordinator and National Program Manager in IT related activities.
 - Develop and maintain an e-filing system and back up of all files.
 - Any other duties and responsibilities as requested by the EIF Coordinator
3. **Qualification and Experiences:**
 - Graduate in Computer Science
 - Good computer skills, experience in MS Word and MS Excel
 - 2 to 3 years work experience in a similar position
 - Good interpersonal skills.
4. **Languages**
 - Excellent oral and written communication skill in Bangla and English.
5. **Duty station**
 - Dhaka, Bangladesh
6. **Salary & other benefits**
 - Negotiable
7. **Duration**
 - Only for project period
8. **Last Date of Application**
 - 19 October 2017


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Term of References

Job Title: Office Assistant

- 1. Responsible to:** NIU Coordinator, NIU Deputy Coordinator and National Program Manager
- 2. Key Responsibilities:**
 - Maintain cleanliness and order in office premises
 - Support staff in moving documents around the office
 - Photocopying/Binding Office documents as and when requested
 - Preparing tea and sourcing lunch for staff
 - Opening and closing the office to ensure safety and security
 - Any other duties as may be assigned by the supervisor
- 3. Qualification and Experiences:**
 - SSC/equivalent education is required
 - Good interpersonal skills; good communications skills in English and Bangla.
- 4. Languages**
 - Excellent oral and written communication skill in Bangla.
- 5. Duty station**
 - Dhaka, Bangladesh
- 6. Salary & other benefits**
 - Negotiable
- 7. Duration**
 - Only for project period
- 8. Last Date of Application**
 - 19 October 2017


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