



TAHZINGDONG

(Environmental and Socio-Economic Development Organization)
Bandarban.

Ref: T2D/Blon/092/18

Date: 26-07-2018

Vacancy announcement

The TAHZINGDONG– Organization for Environmental and Socio-economic Development– began its journey in 1999 with its headquarter in Bandarban Hill District. TAHZINGDONG is a non-profit and non-government voluntary organization devoted to empower the most disadvantaged and vulnerable people in CHT's in order to bring them towards alternative development process for sustainable development.

TAHZINGDONG in partnership with CARITAS Bangladesh with the funding of USAID is implementing 'Sustainable Agriculture and Production Linked to Improved Nutrition Status, Resilience and Gender Equity (SAPLING)' project in Bandarban Sadar and Lama Upazila, Bandarban Hill District. Applications are hereby invited to fulfill the following position for SAPLING project.

| Name of position | No. of position and Remuneration | Experience & required qualifications | Remarks |
|---------------------------|--|--|--|
| Finance and Admin Officer | Position: 01 Monthly Remuneration: 25000.00 and other admissible benefits | Minimum Bachelor degree in commerce with at least 3 (three) years experiences in Finance and Admin related field. Working Experience in accounting software and skill on MS office application will be considered as suitability of the candidature. | The candidate must have financial report writing skills in English. Duty Station: Bandarban |

Interested persons are requested to send their updated CV (*with contact mobile number*) along with application, together with all relevant certificates and two copies of a recent passport size photograph to the undersigned on or before **August 05, 2018 (by 5 pm)**. **Write the name of the position applied for on top of the envelope**. Candidates with the required qualifications can also apply through email to tahzingdong@gmail.com (only PDF copy will be accepted)

Any persuasion will disqualify the candidature and recruitment committee deserves the right to accept or reject any candidate from the selection process. Only short listed candidates will be called for participation in the interview process. Candidate having experienced in USAID funded project is given priority.

Female candidates are highly encouraged to apply.

Executive Director

TAHZINGDONG

Old Rajbari Road, Uzani Para, Bandarban Hill District.

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