



Job Description (JD)

Job Title	: Admin Support Staff
Project Title	: Coastal Harmony: Resilient Ecosystems, Thriving Communities (CHRETC)
Number of Vacancy	: 02
Project Duration	: July 2025 – April 2029
Project Location	: Taltali Upazila (Barguna District) and Kalapara Upazila (Patuakhali District)
Reporting to	: Admin Officer / Program Manager
Duty Station	: Field Office (Taltali or Kalapara)
Position Type	: Full-time (Project-based)
Organization	: JAGO NARI.

Position Summary:

JAGO NARI is a non-government development organization in the central coastal region of Bangladesh. The main focusing area of work is women's empowerment, Climate Change Adaptation, Health & Nutrition, Disaster Risk Reduction, and Education. Recently JAGO NARI is implementing a new Project in Coastal Ecosystem Restoration, Climate-Resilient Agriculture and Disaster Risk Reduction with the technical support of the Good Neighbors Bangladesh. The project title is "Coastal Harmony: Resilient Ecosystems, Thriving Communities (CHRETC)". JAGO NARI is seeking an Admin Support Staff for this project. The Admin Support Staff will support the daily administrative and clerical tasks within the NGO. The role ensures smooth office operations by handling documentation, office upkeep, logistical support, and communication coordination. The ideal candidate should be organized, proactive, and capable of handling multiple tasks in a fast-paced, service-oriented environment.

Key Responsibilities:

- Ensure cleanliness and tidiness of the office premises (workspaces, kitchen, toilets, meeting rooms).
- Support administrative staff with office setup, rearrangement, and organization of documents.
- Prepare and serve tea/coffee/water to staff and guests.
- Assist with photocopying, scanning, and simple clerical work as requested.
- Handle errands such as delivering documents to government offices, banks, or partner organizations.
- Assist in setting up meeting rooms and training venues (arranging chairs, tables, materials).
- Monitor and refill office supplies like stationery, drinking water, and cleaning materials.
- Ensure all public areas (waiting room, reception, pantry) are neat and welcoming.
- Assist in receiving and storing office supplies and equipment.
- Report any maintenance issues (lights, water, furniture) to the Admin or Office Manager.
- Provide support during workshops, events, or field visits when required.
- Perform other duties assigned by supervisor or management team.

Qualifications and Requirements:

- Minimum Secondary School Certificate SSC/HSC
- Prior experience in a similar role (preferably in an NGO or development sector).
- Good communication and interpersonal skills.
- Ability to maintain confidentiality and professionalism.
- Trustworthy, reliable, and flexible.
- Minimum education: SSC or equivalent preferred.
- Previous experience in office support or similar role, preferably in an NGO or development organization.
- Physically fit and able to lift/carry light items.
- Honest, punctual, and hardworking with a positive attitude.
- Basic communication skills in Bengali.
- Ability to follow instructions and work as part of a team.
- Respectful and courteous behavior with staff and visitors.

Compensation & Benefits:

The salary package is Monthly **BDT 20,000**, including all admissible benefits. Yearly increments and other benefits will be provided as per the organization's policy.

Note:

- JAGO NARI aims to attract and select a diverse workforce ensuring equal opportunity to everyone, irrespective of race, age, gender, HIV status, class, ethnicity, disability, location and religion.
- Any personal persuasion/phone-call will result in disqualification of candidature. We guarantee an interview to disabled candidates who meet the essential criteria.
- JAGO NARI has a non-negotiable policy of ZERO TOLERANCE towards discrimination, harassment and abuse. All employees are expected to abide by the Safeguarding, Gender Policy, Children Policy and Anti-Sexual Harassment Policy of JAGO NARI.
- Internal and external applicants shall be treated equally in the entire selection process.
- To ensure transparent processes during recruitment, internal candidates should discuss potential applications with their Line Managers to ensure endorsement of their applications by respective Line Managers.
- There is no cost involved with applying for positions with JAGO NARI. Any solicitation of job application costs should be regarded as fraudulent.



Procedure of Application:

Candidates with the required qualifications can apply through email by mentioning the Job Position of vacancy announcement in the subject line to: jnhr.recruitment@gmail.com or Post/drop in the box: (To, Coordinator-HR & Admin, JAGO NARI Head Office, Ashahi Mansion (2nd floor) college road, Barguna) on/before **20 July, 2025** with the following documents.

- Job Application, Curriculum Vitae/Resume with Photo

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a general rule, candidates who have not properly submitted their application with the required documents will be excluded from consideration.