

HARVESTPLUS VACANCY ANNOUNCEMENT

#FO19-029

LOCALLY RECRUITED POSITION

TITLE:	OFFICE ASSISTANT
LOCATION:	JAMALPUR, BANGLADESH
REPORTS TO:	FINANCE AND ADMINISTRATIVE OFFICER
GRADE:	13CSC

JOB SUMMARY

HarvestPlus seeks a highly-motivated Office Assistant to join our team. The successful candidate will engage in day-to-day administrative and logistics support to promote smooth office operation and functioning. This position is a one-year, fixed-term appointment and is renewable contingent upon continued satisfactory performance and program funding. The position is based at the Bangladesh Initiative to Enhance Nutrition Security and Governance (BleNGS) project office in the Jamalpur district under the HarvestPlus Bangladesh Country Office. **Interested applicants must have work authorization to work in Bangladesh.**

BACKGROUND

HarvestPlus improves nutrition and public health by developing and promoting biofortified food crops that are rich in vitamins and minerals while providing global leadership on evidence and technology. HarvestPlus is part of the CGIAR Research Program on Agriculture for Nutrition and Health (A4NH). CGIAR is a global agriculture research partnership for a food secure future. Its science is carried out by its 15 research centers in collaboration with hundreds of partner organizations. The HarvestPlus program is led by one of these centers, the International Food Policy Research Institute (IFPRI).

ESSENTIAL DUTIES

Specific duties include but are not limited to:

- Support the organizing of office documents, equipment, and stationeries.
- Support meeting, workshop, seminar, and training event planning.
- Assist in document photocopying, binding, and the sending and receiving of postage.
- Assist in receiving and dispatching documents to and from client offices.
- Assist in motor pool dispatching system.
- Perform maintenance of office equipment as needed.
- Clean office furniture and other assets regularly.

REQUIRED QUALIFICATIONS

- Secondary School Certificate (SSC), plus one year of experience as an office assistant or similar position.
- Demonstrated familiarity with computers, including experience with MS Office, especially MS Word and MS Excel.
- Ability to handle multiple tasks with minimal supervision.

TO APPLY

Click on the following link to access the **Office Assistant** job application:

<https://chm.tbe.taleo.net/chm04/ats/careers/requisition.jsp?org=IFPRI&cws=1&rid=1980>. Please complete the online application and provide a complete resume, detailed letter of interest, and three references. For more information about HarvestPlus and/or IFPRI, please visit our websites at www.HarvestPlus.org and www.ifpri.org. EOE.