



Startup Bangladesh Limited

Bangladesh Computer Council

Information and Communication Technology Division

Government of the People's Republic of Bangladesh

ICT Tower (1st Floor), Plot: E-14/X Agargaon, Sher-e-Bangla Nagar, Dhaka-1207

Email: info@ startupbangladeshvc.gov.bd, Web: www.startupbangladeshvc.gov.bd



JOB OPPORTUNITY

Startup Bangladesh Limited is a venture capital company wholly owned by ICT Division, The Government of Bangladesh that aims to catalyze a startup revolution in Bangladesh.

Position: Human Resource Manager

Description: Startup Bangladesh is seeking a Human Resource Manager to oversee the overall HR functions including Organizational Development People and Process Management under the guidance of the Managing Director. Being a part of an organization aligned with current tech and business trends relevant to both local & global Startup Industry, the incumbent will need to provide effective inputs to develop organizational strategies by identifying and researching HR related issues.

Report to: Managing Director & CEO

PRINCIPAL JOB ROLE/ACCOUNTABILITIES

- Lead the Human Resources Team of Startup Bangladesh Limited and oversee the overall HR functions
- Provide effective inputs to develop organizational strategies by identifying and researching HR related issues
- Develop and implement HR strategies by establishing departmental accountabilities, including talent acquisition, staffing, compensation and benefits, staff development, safety and health, succession planning, employee relations, retention, performance-based culture, etc.
- Coordinate the development of key performance goals for functions
- Review organization chart and provide HR guidance to the MD and business/department heads for restructuring and workforce planning
- Ensure effective workforce plan and budget annually and coordinate on-boarding process
- Develop compensation and benefit strategy, pay plan and benefit program for Startup Bangladesh Limited and periodically review to attract and retain talent
- Formulating/ upgrading/ developing HR policies and procedures and SOPs
- Administer performance management program, provide regular training for managers and ensure appraisals are completed on regular basis and meet organization standards
- Coordinate among MD and all business/ department heads regarding people management function and provide necessary feedback and support to maintain a satisfactory level of performance
- Ensure coordination with the concern team for TNA and Training program to meet short and long term objective of the business
- Deal with grievance related issues in a legally compliant manner and responsible to ensure compliance with appropriate documentation
- Establish a safeguarding culture across all level of the program by implementing the safeguarding policy and appropriate training and access to resources. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment
- Perform any other duties as assigned by MD and the management from time to time

Job Requirements:

- Take on new opportunities and tough challenges with a sense of urgency and enthusiasm
- Systematic and analytical approach to problem solving and planning
- Establish courses of action and prioritizes the activities of the team to achieve results
- Set effective work-plan, considering organisation priorities and remote working resources
- Adapt approach and demeanor in real time to match the shifting demands of different situations
- Build strong customer relationships and delivering customer-centric solutions
- Hold self and others accountable to meet commitments
- Create effective solutions and easy to use work processes to manage problems
- Use varied communication methodologies and strategies to promote dialogue and shared understanding
- Build partnerships and working collaboratively with others to meet shared objectives

Minimum Education required:

- Bachelor's or Master's in Social Science, Psychology, Business, Management, or any relevant discipline from a reputed university in Bangladesh or abroad. Concentration in HRM/Organisational Behaviour shall be given priority
- Experience of HR in Technology & IT, Financial services, especially in HRM tools will be given preference
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- The candidate should have knowledge in preparing ToR, EOI & RFP for government tender. Sound knowledge in government procurement will be an added advantage
- The candidate should have sufficient knowledge in labour law 2006 (Amendment in 2013) / labour rules 2015
- The candidate should have experience in preparing TNA and organizing in-house and out-bound training
- International professional certification will be given preference
- The candidate should be tech savvy and should have sufficient knowledge in Microsoft office tools

Years of Experience:

- Minimum 8 years of experience in HR management and proven experience as similar capacity in MNCs/Banks/Telco/Development Agencies/Non-Profit
- The incumbent should have minimum 3 years of experience as Manager in Human Resource department
- Experience in Training & Capacity building
- Experience in developing organizational strategies by identifying & researching HR related issues.
- Coordinate the development of key performance goals for function
- Develop compensation & benefit strategy
- Maintaining performance driven culture
- Formulating/Developing/Upgrading HR policies

Location: Dhaka, Bangladesh.

Compensation: Commensurate with experience.

Application Procedure: Interested candidates may apply with detailed CV including a cover letter sending email to info@startupbangladeshvc.gov.bd by **08 Dec 2020** mentioning subject as 'Application for the position of HR Manager' drawing Attention of Tina F. Jabeen, Managing Director and CEO.

Date: November 24, 2020

Memo: 56.01.0000.043.11.010.20-68 (1)

Tina F. Jabeen
Managing Director & CEO