



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 Associate

Description: Startup Bangladesh Limited is seeking a Human Resource Associate to support the management in overseeing the overall HR functions including Organizational Development People and Process Management. 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: HR Manager

PRINCIPAL JOB ROLE/ACCOUNTABILITIES

- Support staff to HR Manager
- Daily HR activities as organization demands as per the company policy with strong supervision
- Initiate for the training & development activities to develop skill & competency of people of the organization
- Ensure the execution of talent management and employee relation activities to build up healthy work environment at workplace
- Maintain proper compliance and guideline & local laws to sustain as a complaint organization to stakeholders
- Prepare ToR, EoI & RFP documents when required
- Day-to-day general administration that include daily attendance, leave, safety, recruitment, legal & corporate affairs
- Arrange, conduct & process employees' recruitment & selection as per set recruitment & selection policy & procedure and ensure fair recruitment. Arrange psychometric assessment for the candidate when required
- Maintain records and documents pertaining to recruitment & selection, attendance, wages, OT, allowances, and any other relevant information
- Maintain and update employee's personal files
- Maintain management guidelines by preparing, updating, and recommending HR policies and procedures
- Support management to develop strategy to establish appropriate HR processes and practices in the organization as per management's directives and policies
- Assist & coordinate performance appraisal process & ensure appropriate and effective communication throughout the organisation
- Any other tasks assigned by management

Job Requirements:

- Progressive attitude and sensitivity towards human issues and problems
- Desire to learn and experiment with new practices and systems and customize
- Awareness about market trends, ability to anticipate and deal with problems related to external as well as internal environment
- Strong team player
- Motivation and Management skills
- Ability to cope with a challenging and competitive environment
- Self-starter with good interpersonal skills
- Ability to instil enthusiasm and confidence at all levels
- A culture carrier for the organization

Minimum Education required:

- Bachelor's or Master's in Business, HRM, or any related discipline from a reputed university in Bangladesh or abroad
- Concentration in HRM shall be given priority
- Experience in Technology & IT, Financial service will be given preference
- 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 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 3 years of experience in HR management and proven experience as Senior Executive Level position in Startup / Government / HR Consultancy Firm/ Training & Development Firm/ Development Sector/ Non-Profit Organization/ Financial Sector.

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 Associate' drawing Attention of Tina F. Jabeen, Managing Director and CEO.

Date: November 24, 2020

Memo: 56.01.0000.043.11.010.20-68 (2)

Tina F. Jabeen
Managing Director & CEO