

Infrastructure Investment Facilitation Company

An Enterprise of Economic Relations Division, Ministry of Finance

JDPC Bhaban (3rd Floor)

145, Monipuripara, Tejgaon, Dhaka-1215

Employment Opportunity

1. Position: Deputy Director, (Job Description)

Grade: 7th Grade.

Pay Scale: 29000-30450-31980-33580-35260-37030-38890-40840-42890-45040-47300-49670-52160-54770-57510-60390-63410.

Other Benefits: House rent (40%), medical allowance (10%), conveyance allowance (10%), two festival bonuses, boishakhi bhata, provident fund, gratuity, performance pay, leave encashment, and other admissible benefits as per company policy.

Responsibilities:

Project planning, Organizing, Supervising, Scheduling and Coordinating with all concerns.

- Identify new business opportunities and maintain excellent communication with different organizations & convert them into clients.
- Maintain liaison with existing clients for future business (new projects).
- Assist the team for preparation of study reports.
- Preparing EOI, tender submission documents (technical and financial proposals) and any other business development activities.
- Coordinate and correspond with other national or foreign consulting firms for the preparation of proposal for the projects
- Coordinate among the team members for the preparation of reports.
- Conducting field visits.
- Any other tasks to be assigned by IIFC from time to time.

Qualification:

- Master's degree with 4-year bachelor's degree/honors in Business, Economics, Environmental Science, Sociology or a related field, or B. Sc. in Engineering (Civil/Electrical/Mechanical), B. Arch from any reputed university. Candidates having master's degree in engineering will get preference. CGPA below 3 (out of 4) in academic career shall not be allowed.
- At least 6 (six) years of experience as Class-I officer or equivalent grade including at least 3 (three) years as Senior Assistant Director or equivalent position with business development, project planning, development and management in a reputed government, non-government or international organizations having focus on policy research, consultancy, or development projects. For engineers having experience with structural design/utility transmission/distribution is preferable.
- Excellent interpersonal and communication skills both in English and Bengali.

- Ability to handle multitask and work in pressure.
- Proficiency in Microsoft Office.
- Excellent planning and time management skills.
- Excellent leadership abilities.

Age: Maximum 36 years (as on 30 June 2022)

2. Position: Assistant Director, (Job Description)

Grade: 9th Grade.

Pay Scale: 22000-23100-24260-25480-26760-28100-29510-30990-32540-34170-35880-37680-39570-41550-43630-45820-48120-50530-53060.

Other Benefits: House rent (40%), medical allowance (10%), conveyance allowance (10%), two festival bonuses, boishakhibhata, provident fund, gratuity, performance pay, leave encashment, and other admissible benefits as per company policy.

Responsibilities:

- Identify Expression of Interest (EOI) notices, select relevant experts (from inhouse database and panel), prepare Eoi and submit within the scheduled time.
- Prepare and/or assist to prepare technical and financial proposals including preparation of approach and methodology, formatting the Curriculum Vitae of the experts, preparing work schedule, and ensuring submission of proposal in timely manner.
- Prepare contract as per standard format of the government.
- Manage project assigned by IIFC and coordinate the tasks including maintaining proper documentation, arranging meeting/seminar/workshop with the project team, implementing agencies and other stakeholders and prepare meeting minutes, keep track record of the project progress, compile reports and meet the submission deadlines.
- Conduct field visits, enumerate the survey work and submit report as per requirement.
- Any other tasks to be assigned time to time by concerned official as well as IIFC authority.

Qualification:

- Master's degree with 4-year bachelor's degree/honors in Business, Economics, Environmental Science, Sociology or a related field, or B. Sc. in Engineering (Civil/Electrical/Mechanical), B. Arch from any reputed university. Candidates having master's degree in engineering will get preference. CGPA below 3 (out of 4) in academic career shall not be allowed.
- Excellent interpersonal and communication skills both in English and Bengali.
- Ability to work in pressure.
- Proficiency with Microsoft Office.
- Excellent planning and time management skills.

Age: Maximum 30 years (as on 30 June 2022)

3. Position: Receptionist Cum Librarian, (Job Description)

Grade: 10thGrade.

Pay Scale: 16000-16800-17640-18530-19460-20440-21470-22550-23680-24870-26120-27430-28810-30260-31780-33370-35040-36800-38640.

Other Benefits: House rent (40%), medical allowance (10%), conveyance allowance (10%), two festival bonuses, boishakhibhata, provident fund, gratuity, performance pay, leave encashment, and other admissible benefits as per company policy.

Responsibilities:

- Receive incoming phone calls and requests for information.
- Receive and dispatch letters/documents.
- Operation of other office equipment as and when necessary.
- Perform typing & secretarial functions as required.
- Assist in organizing large meetings, workshops, and training in the office
- Carry out all other works assigned by the senior management
- Organize and maintain the library/documentation center of the Company with computer based cataloging system
- Organizing reference & other materials
- Assist in establishing the information databank of the Company
- Identify and procure journals, periodicals, reports, and books of interest to the Company
- Provide necessary information to line ministries/agencies and the prospective developers of physical infrastructure in Bangladesh
- Any other task assigned by IIFC from time to time.

Qualification:

- At least bachelor's degree in any discipline from any reputed university. CGPA below 3 (out of 4) in academic career shall be not allowed.
- Minimum 1-year experience as receptionist.
- Excellent interpersonal and communication skills.
- Ability to multitask.
- Proficiency with Microsoft Office.
- Only female candidates are eligible to apply.

Age: Maximum 30 years (as on 30 June 2022)