



## Infrastructure Investment Facilitation Company

### EMPLOYMENT OPPORTUNITY

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Date: 29 December 2025

Infrastructure Investment Facilitation Company (IIFC) is a well-known consulting company in Bangladesh under Economic Relations Division, Ministry of Finance which specializes in Public Private Partnership (PPP), public procurement, research, survey and feasibility studies, financial and economic analysis, impact assessment, training and capacity building, institutional reforms, policy and advocacy. IIFC works internationally across two continents in Asia and Africa.

IIFC wishes to engage the following 02 (two) positions to support its activities.

**1. Administrative Assistant:** 1 position (6 months - Extendable) – (No. of Position may be increased/ decreased based on requirements).

**Qualification:** Bachelor Degree in any discipline from any reputed university. Minimum CGPA 2.4 (out of 4) or 2.5 (out of 5) in the academic career.

**2. Office Attendant:** 2 positions (6 months - Extendable) – (No. of Position may be increased/ decreased based on requirements).

**Qualification:** SSC from any reputed institutions. Minimum GPA 2.5 (out of 5).

**Age:** Max. 32 years.

**Experience:** Fresher will be encourage.

**Job Description of Administrative Assistant:**

- (i) Assist in the day-to-day administrative operations of the Company
- (ii) Provide necessary logistical support to the Company;
- (iii) Drafting letters and internal memos with regard to the project;
- (iv) Accompany and participate in internal discussions and discussion with the client and writing meeting minutes;
- (v) Any other task assigned by company.

**Job Description of Office Attendant:**

- (i) Assist in office management and operation;
- (ii) Operation of Office Equipment including photocopier, fax, cutter and binding machine etc.;
- (iii) Dispatch letters/documents/files to various desks and offices;
- (iv) Making and serve tea/coffee etc. in the meeting and desks;
- (v) Take care of plants;
- (vi) Any other works as per supervisor's guideline.

**Remuneration:** Negotiable

**Job Location:** Dhaka

**Application deadline:** Application along with CV and a passport size photograph to be submitted to the Executive Director (Finance & HR) and Company Secretary, Infrastructure Investment Facilitation Company (IIFC), on or before 15 January 2026 to [career@iifc.gov.bd](mailto:career@iifc.gov.bd). Only short-listed candidates will be called for interview.

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