



EMPLOYMENT OPPORTUNITY

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Date: 14 October 2026

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 **04 (Four) positions** to support its activities.

- 1. Project Officer (HR & Operations):** Manpower Outsourcing Cell- 1 position (6 months - Extendable) – (No. of Position may be increased/ decreased based on requirements).

Qualification: BBA & MBA in HRM or related Subjects from any recognized university. Minimum CGPA 3 (out of 4) or 3 (out of 5) in the academic career.

Preferred Qualifications:

- PGD in HRM from BIM or relevant HR training from IBA, NAPD, BSCIC or recognized institutions.
- PPR-2025 training from IIFC, NAPD, BCC, ESCB, BIM or other government institutions.

Job Description of Project Officer (HR & Operations):

- Publish recruitment advertisements through RMS and shortlist candidates according to client requirements.
- Coordinate personnel selection, appointment documentation and deployment.
- Maintain attendance, leave, salary deduction and personnel records.
- Coordinate applicable Universal Pension Scheme requirements and personnel documentation.
- Facilitate health and safety measures and human capital development initiatives.
- Perform other relevant duties assigned by the competent authority

- 2. Project Officer (Accounts):** Manpower Outsourcing Cell- 1 position (6 months - Extendable) – (No. of Position may be increased/ decreased based on requirements).

Qualification: Master's degree in Accounting/Finance. Minimum CGPA 3 (out of 4) or 4.5 (out of 5) in the academic career.

Preferred Qualifications:

- Partially qualified in CA/CMA.

Job Description of Project Officer (Accounts):

- To assist accounts related work such as voucher making.
- Entry in RMS software.
- Banking correspondence.
- Prepare challan for VAT & TAX/ Bank Guarantee/ Performance Guarantee
- Maintain various statement relating to accounts
- Any other duties assigned by the company

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Infrastructure Investment Facilitation Company
Economic Relations Division, Ministry of Finance



Excellent Service at a Fair Price

3. Administrative Assistant (HR & Operations): Manpower Outsourcing Cell- 1 position (6 months - Extendable) – (No. of Position may be increased/ decreased based on requirements).

Qualification: Bachelor's degree in any Subjects from recognized university. Minimum CGPA 2.4 (out of 4) or 3 (out of 5) in the academic career.

Preferred Qualifications:

- a) PGD in HRM from BIM or relevant HR training from IBA, NAPD, BSCIC or recognized institutions.
- b) PPR-2025 training from IIFC, NAPD, BCC, ESCB, BIM or other government institutions.

Job Description of Administrative Assistant (HR & Operations):

1. Scrutinize candidate profiles and verify personnel bank account details and attendance records through RMS and relevant records.
2. Coordinate stakeholders and maintain meeting schedules, minutes and follow-up records.
3. Maintain legal documents, case files, personnel records and labor-related compliance documentation.
4. Monitor relevant updates to outsourcing policies, labor laws, official circulars, VAT and tax requirements.
5. Perform other relevant duties assigned by the competent authority.

4. Office Assistant-cum-Computer Operator: Manpower Outsourcing Cell- 1 position (6 months - Extendable) – (No. of Position may be increased/ decreased based on requirements).

Qualification: HSC from any reputed College or institution. Minimum GPA 3 (out of 5) in the academic career.

Preferred Qualifications:

- a) Computer literacy training or certification from BCC, NSDA or other government-recognized institutions.
- b) Practical proficiency in MS Office, data entry, digital documentation and relevant online systems.

Job Description of Office Assistant-cum-Computer Operator:

1. Maintain document registers and ensure timely delivery and proper filing of official records.
2. Enter and validate outsourced personnel data in RMS.
3. Provide administrative and technical assistance for e-GP-related activities as authorized.
4. Verify data accuracy, maintain data integrity and report suspected irregularities.
5. Maintain logbooks, memorandum numbers and dispatch records.
6. Support routine computer operations and office management

Maximum age: 32 years, subject to approved project criteria and applicable age-relaxation provisions. Fresh graduates are encouraged to apply.

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 25 October 2026 to career@iifc.gov.bd. Only short-listed candidates will be called for interview.

Md. Zahir Uddin
Executive Director (Finance & HR) and
Company Secretary