



Job opportunity for Sr. Position in HR & Administrative Section in Principal Office, Shyamoli, Dhaka and only for women

COAST Foundation (www.coastbd.net) is a value-based NGO with a special consultative status of UN ECOSOC and registered under the NGO Affairs Bureau, the Societies Registration Act, 1860 (Joint Stock) and Micro Credit Regulatory Authority.

The Foundation has a zero-tolerance policy about Sexual Exploitation and Abuse and protects children from child marriage. The Foundation is inviting professionals to apply for the position below.

Position: Head/Assistant Director/Deputy Director/Joint Director/Director-Human Resource & Administration (1 position)

Education: Masters with honors in HRM/Management from any reputed university. **The applicants who have examination scores of third division/class or below GPA 2.5 (up to HSC) and below 2 (up to Masters or Postgraduate) in any examination do not need to apply.**

Working base: Principal Office, Shyamoli, Dhaka with frequent field visit in the coastal districts.

Age: 30-40 years

Experiences:

Minimum 10 years of working experience in the micro finance-based NGOs in human resource and administration department. The candidates should have also a practical knowledge of MS word, Excel, HR Software and English proficiencies.

Key responsibilities:

- Working on administrative and human resource issues
- Maintaining HR Software
- Maintaining the staff recruitment process
- Leading the HR section
- Preparing monthly staff status report
- Initiating the final payment process of separated staff
- Conducting the reference check of immediate previous employer for newly appointed staff
- Ensuring the spot checking of newly appointed staff before issuing the final appointment
- Ensuring the annual staff appraisal, increment process, staff confirmation process through the respective supervisor(s)

Salary and benefits

For the position starting salary will be within the range of 5-6 digits (also it is negotiable) per month plus all other benefits like two festival allowances, contributory provident fund, gratuity, travel, mobile and medical (including spouse and dependent children) allowances etc. as per Foundation's policies.

Interested professionals are requested to send their short CV with passport-size color photo image (photo taken not before 15 days) to hr@coastbd.net on or before **20 September 2025**. The CV format is <https://coastbd.net/job-opportunity-for-leadership-position/>. **CVs rather than this attached format will not be acceptable. The applicants who have no experience in Micro Finance NGOs do not need to apply.**

Persuasion is highly discouraged. This advertisement will also be found on www.coastbd.net. This is a permanent position; not for donor-dependent projects. Only shortlisted candidates will be communicated for interview.