

LAMB – Employment Opportunity

LAMB is a well-run major mission **Hospital, Community Health Development, Training and Research** organization. Services cover more than 6.3 million people in North West Bangladesh.

There is a vacancy for the following contractual position based at Nageswari Upazila, Kurigram District for the WLIDRR & CCA project as follows:

Position: Accounts cum Admin Officer

Post: 1 Male/Female

Job Summary: Ensure the successful implementation of the project within the planned budget and achieve a transparent financial statement through financial transaction, procurement, record keeping and reporting. Responsible for budget oversight within designed proposal and provide support to the supervisor for its smooth operation.

Essential Requirements: B. Com pass but M. Com in accounting will be preferred. Should have 5 years' experience in the NGO sector, but preferable in donor-funded development projects. Financial management, admin & logistics management and accounting software operation training required. A valid motorcycle driving license is required.

Age: Maximum 25 - 45 years.

Salary: Tk. 34,000 per month gross salary (salary will be negotiable depending on experience). Other benefits include provident fund, festival allowance, and serious illness and death benefits.

Job Location: Nageswari Upazilla, Kurigram District.

Qualified candidates can apply with an updated CV (mention two referees' names) and a recent passport-size photograph to the **HR Department, LAMB, P.O. Parbatipur, Dinajpur-5250, Bangladesh**; alternatively email to hrjobs@lambproject.org; Please mention the position name on top of the envelope or with the subject line of the email.

Application Deadline: 16 May 2024.

N.B. **Potential women candidates are strongly encouraged to apply.** Only shortlisted candidates will be notified. Any kind of persuasion will be considered as disqualified. LAMB authority holds the right to accept or reject any or all applications without giving any reasons.

“At LAMB we are committed to zero tolerance of the abuse or exploitation of children and vulnerable adults.”