ঢাকা ওয়াসা বোর্ড

ওয়াসা ভবন
৯৮, কাজী নজরুল ইসলাম এভিনিউ
কাওরান বাজার, ঢাকা-১২১৫
www.dwasa.org.bd

শেখ হাসিনার মূলনীতি
গ্রাম শহরের উন্নতি

Memo:-46.113.218.00.00.133.2022-1028, **Date: 09.01.2022**

VACANCY ANNOUNCEMENT

Position: Deputy Managing Director, Human Resource and Administration.

1. Position Description:

The Deputy Managing Director, Human Resource and Administration (DMD, HR&A) is a key position directly responsible to the Managing Director. He/she will be overall in charge of assisting the Managing Director in all matters of administration and human resources. He/she will lead, direct and manage the administrative functions and strategic guidance for the organization and its human resources, will provide, oversee and guide the development and monitoring of processes related to recruitment and retention, compliance and record keeping, compensation and benefits, training and skill development, pay scale and budget, employee relations and performance evaluation. He/she will also undertake any other responsibilities as assigned by the Board and the Managing Director.

2. Salary, Benefits and Term of Appointment:

The appointment will be made subject to satisfactory application and interview for a term of 3 years and will be eligible for extension for further terms at the sole discretion of the Board. Consolidated salary will be Taka 2,50,000 per month plus transport with driver and fringe benefits (Income Tax will be deducted as per rule of NBR). Dhaka WASA Board may consider re-fixation of salary, if necessary in future, in consideration of market situation and price escalation.

3. Job Description/Responsibilities:

- Effectively manage all administrative matters and human resources of Dhaka WASA;
- Faithfully manage the recruitment process of employees where and whenever required and fulfill the mandate of deploying and developing them effectively;
- Maintain insurance matter related to staff as well as liaising with insurance companies;
- Maintain the leave record management system, verify annual leave records as well as pension, earned leave and GPS records;
- Coordinate and manage training activities for employees as per the requirement of the Authority;
- Organize annual performance evaluation for all DWASA employees;
- Arrange inventory of assets and capacities of the Authority and ensure storage and security of assets;
- Administer in facilitating necessary permits/licenses for the organization;
- Administer and maintain all legal documents and obtain legal advice on issues as required;
- Assist the Board and the Managing Director in fulfilling the Vision and Mission of Dhaka WASA;
- Perform any other duties as assigned by the Board and the Managing Director.

4. Personal Qualifications:

- The candidate shall be a Bangladeshi citizen. Age shall be minimum 55 (fifty five) years on the last date of submission of application;
- Master's Degree in any of the following disciplines will be required to be shortlisted for interview:- Business Administration, Management, Human Resources Management,

Economics, Political Science, History, Social Science, Statistics, English, Computer Science and any other relevant discipline.

- Shall have minimum 25 (twenty five) years of experience out of which at least 12 (twelve) years in a senior relevant position specifically in the area of office administration, recruitment of staff and human resources management; Preference will be given to working experience in commercial corporate culture and task oriented environment in utility or public service organizations;
- Must possess excellent managerial skills and leadership qualities with strong personality and proven ability to work under stretching situations and emergencies;
- Proficiency in communication skill and working experience in automated environment using digital platform including report writing, programming and use of customized software etc. will be given importance for being shortlisted and final selection.
- Past record of honesty and integrity, dynamism and success story will play an important role in final selection of the candidate.

Candidates serving in government, semi-government or autonomous bodies of Bangladesh must apply through proper channel. Anyone having been convicted in a criminal case or dismissed from government or semi-government organization will be ineligible for applying. Submission of false and misleading documents or statements will render the application invalid.

5. Submission of Application:

Application to be submitted online using the following link by 30/01/2022.

A detailed curriculum vitae (CV) narrating qualification and experience of the candidate with a recent digital photo image at the top right corner of 1st page of the CV shall be submitted with the application. Soft copy of academic and experience certificates, proof of computer literacy including software use also need to be attached with the application. Original certificates must be presented at the time of interview. For confirmation of age of the candidate soft copy of SSC certificate or national ID or similar shall be submitted.

This is an equal opportunity position. Any kind of lobbying/persuasion will lead to rejection of the application.

Dhaka WASA Board reserves the right to accept or reject any or all applications in its sole discretion without showing any reason thereof.

Chairman
Dhaka WASA Board.