

Application Deadline: 8 May 2024

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★ Shortlist

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Requirements

Responsibilities

Salary & Benefits

Company Information



Summary

Vacancy: 5

Age: 30 to 40 years

Location: Anywhere in Bangladesh

Minimum Salary: Tk. 52500 (Monthly)

Experience: At least 3 years

Published: 25 Apr 2024

Applicants are encouraged to submit **Video CV**.

Requirements

Education

- Masters in any discipline from any recognized university/institution.

Experience

- At least 3 years

Additional Requirements

- Age 30 to 40 years

Experience

- The applicants should have at least 03 year practical experience in Microfinance Management of NGO in the similar position.

ADDITIONAL JOB REQUIREMENTS

Effective coordination skills

Team management capability

Strong analytical skills and creativity

Problem solving and critical thinking

Driving Motorcycle and have valid driving license

Quick adaptation of new situation, challenges

Broad knowledge on financial planning and management

Good oral and written communication and presentation skills

Proficient in MS Word, Excel, Outlook, PowerPoint and Software Knowledge etc.

Responsibilities & Context

Microcredit Regulatory Authority (MRA) license number: 03033-03265-00049

SETU is a national level NGO working in the fields of micro finance, education, water & sanitation, health, youth animation, elimination of child labor, climate change, disability and development etc. for 42 years. For details please visit www.setu.org

The organization presently serving 2.00 lac households in 13 districts. Micro finance program of SETU is being financed by PKSF and Financial Institutes. Applications are invited from the candidates for the above-mentioned post who are willing to work at grass root level with marginalized people through ensuring qualitative status of program.

Job Responsibilities:

- Must have budget analysis and preparation knowledge;
- Check loan schemes in branches and recommend for approval;
- Assist the management to evaluate staff involved in the operation;
- Analyze different situations in fields and provide support accordingly;
- Ensure sound communication and transparent compliance according to the requirements;
- Take actions when necessary, identify staff conflicts and take initiatives to resolve those;
- Supervise the proper implementation of the overall activities of the responsible Branches;
- Ensure overall achievement in line with the annual business plan and adopt strategies to comply with the changing circumstances;
- Prepare branch-wise target plan for ensuring the development of the program by analyzing the Strengths, Weaknesses, Opportunities and Threats;
- Perform any other tasks assigned by the management;

Compensation & Other Benefits

Festival Bonus, Contributory Provident Fund, Gratuity, Mobile Bill, Maternity/ Paternity Leave and others as per SETU's policy.

Employment Status

Full Time

Job Location

Anywhere in Bangladesh

Apply Procedure

Hard Copy

SETU authority reserves the right to cancel one or any applications at any stage of the recruitment process.

Applications along with CV, recent 03 copies of PP size color photo, NID copy, all academic & relevant experience certificates must reach by 08 May, 2024 to Executive Director, SETU, House # 749, Road # 08, Baitul Aman Housing Society, Adabar, Dhaka-1207 by post or courier.

Company Information

SETU

Address:

SETU Corporate Office: House No # 729/A, Road No # 09, Adabor, Dhaka-1207. SETU Head Office: SETU, T & T Colony road, Courtpara, post box - 10, Kushtia-7000

Business:

SETU is a national level NGO working in the fields of micro credit, education, climate change, youth animation, elimination of child labor, water & sanitation, disability and development, safe migration for Bangladeshi workers etc. For details please visit www.setubd.org

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