



Eco-Social Development Organization (ESDO)

Support Staff

Application Deadline: **9 Feb 2025**

Summary

Vacancy: **03**


Age: **at most 30 years**

Location: **Kurigram**

Maximum Salary: **Tk. 12000 (Monthly)**

Experience: **At least 1 year**

Published: **3 Feb 2025**

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Requirements

Education

SSC

Experience

- At least 1 year
- The applicants should have experience in the following business area(s):
NGO

Additional Requirements

- Age at most 30 years
- At least 1 year
- In case of highly relevant experienced candidate then age may be flexible Minimum 1 years of experience in development sector Proven customer service experience is a plus. strong communication and interpersonal skills. Ability to work in a fast-paced environment. Attention to detail and organizational skills.

Responsibilities & Context

Job Context

- Eco-Social Development Organization (ESDO) started its journey in 1988 with a noble vision to stand in solidarity with the poor and marginalized. Being a peoples' centered organization, ESDO envisioned for a society which will be free from inequality and injustice, a society where no child will cry from hunger and no life will be ruined by poverty. Near about three decades of relentless

efforts to make this happen, ESDO has embraced new grounds and opened up new horizons to help the disadvantaged and vulnerable people to bring meaningful and lasting changes in their lives. During this long span, ESDO has adapted with the changing situation and provided the most time-bound services especially for the poor and disadvantaged. A community focused and people centered approach has been adapted by ESDO while consideration was given to the national policy and Sustainable Development Goals (SDGs) as its guiding principle. ESDO is one of the most dynamic organizations expanding its development interventions across 337 upazilas under 53 districts of Bangladesh covering over 12 million poor and vulnerable people.

Authority

Project Manager

Job Responsibilities

- Maintaining cleanliness and hygiene in the office premises.
- Running office-related errands including mail delivery and collection.
- Assisting with minor clerical tasks such as photocopying, filing, and document distribution.
- Preparing and serving refreshments to staff and visitors.
- Supporting office staff with various administrative tasks.
- Ensuring timely courier and postal services.
- Monitoring and restocking office supplies.

Compensation & Other Benefits

As per Project Allocation

Workplace

Work at office

Employment Status

Full Time

Job Location

Kurigram

Read Before Apply

ESDO has a Safeguarding & PSEAH policy to protect its employees and beneficiaries and any kind of discrimination, harassment, and abuse falls under ESDO "ZERO TOLERANCE" Policy. All employees are expected to abide by the PSEAH, Child Protection, Safeguarding, and Gender policy of ESDO.

ESDO does not tolerate any child & youth abuse. So, if you have any history of child & youth abuse in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

ESDO does not tolerate any Safeguarding abuse. So if you have any history of gender abuse in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

ESDO does not tolerate any kind of extremism/terrorism. So if you have any history of extremism/terrorism in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

ESDO does not tolerate any corruption. So if you have any history of corruption in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

*Photograph must be enclosed with the resume.

Apply Procedure

Hard Copy

Interested candidates are requested to submit their resume with a cover letter along with a recent Passport

size Photo, photocopy of all academic and experience certificates, NID card /Citizenship certificate including two references. Applications should reach within 09/02/2025 by 5.00 PM by post or Courier or hand-to-hand delivery to: Head of HR, ESDO, Collegepara (Gobindanagar), Thakurgaon-5100, Bangladesh or Apply through ESDO online career portal (<https://career.esdo.net.bd/>) by 09/02/2025 by 5.00PM.

Only shortlisted applicants will be contacted and called for interview.

Equal opportunity, promoting women & children rights is mandate of ESDO.

Apply URL:

<https://career.esdo.net.bd/>

Company Information


Eco-Social Development Organization (ESDO)

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Address:

Collegepara (Gobindanagar), Thakurgaon-5100 Bangladesh

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এই চাকরির জন্য বিজ্ঞাপন দাতা প্রতিষ্ঠান আপনার কাছ থেকে কোন অর্থ চাইলে অথবা কোন ধরনের ভুল বা বিভ্রান্তিকর তথ্য দিলে অতি সত্বর আমাদেরকে জানান অথবা জবটি রিপোর্ট করুন। চাকরি পাওয়ার জন্য কোন ব্যক্তি / প্রতিষ্ঠানকে অর্থ প্রদান করবেন না। কোন প্রকার অর্থ লেনদেনের দায়িত্ব বিডিজবস বহন করবে না।

 09638666444, 01897627858 complain@bdjobs.com