



SECRETARIAT OF THE BAY OF BENGAL INITIATIVE FOR MULTI-SECTORAL TECHNICAL AND ECONOMIC COOPERATION DHAKA, BANGLADESH

VACANCY ANNOUNCEMENT

06 May 2026

Applications are invited from eligible Bangladeshi nationals for the following positions at the BIMSTEC Secretariat in Dhaka, Bangladesh:

1. Office Assistant (Accounts) [GSS-II]:

a. Number of Post: 01

General Services Staff (Category-III)

Key Responsibility:

- i. Assist in maintaining basic financial records, registers, and files
- ii. Support preparation of vouchers, bills, and payment documents
- iii. Perform data entry and update financial information as required
- iv. Maintain proper filing and organization of financial documents
- v. Assist in bank-related tasks such as cheque handling and document preparation
- vi. Support preparation of simple financial reports and statements
- vii. Check supporting documents for completeness before submission
- viii. Provide support during audits and internal reviews
- ix. Carry out general office and clerical tasks related to accounts
- x. Perform any other duties assigned by the Finance Division

Qualification:

- i. Candidates with basic training or coursework in Accounting or Finance will be preferred
- ii. Basic understanding of accounting procedures
- iii. Good organizational and record-keeping skills
- iv. Attention to detail and accuracy
- v. Basic communication skills in English and Bangla
- vi. Ability to maintain confidentiality and work in a team

Education: Degree or equivalent in Accounts/Finance from public/ private (University Grants Commission approved) University of Bangladesh.

Experience:

- i. Minimum 2 years of relevant experience in accounts and finance office support is preferred
- ii. Fresh candidates with basic accounting knowledge may also be considered
- iii. Experience in working at International Organization/Diplomatic Mission will get preference

2. Computer Literacy: Excellent knowledge of MS Office, MS Excel & PowerPoint

3. Age Limit: Below 35 years

4. Both males and females are allowed to apply

5. Remunerations: Remunerations will be provided under the GSS-III Basic Salary Scale (**US\$ 364-9X7-427-EB-11X11-548**) and other admissible benefits according to the Financial Rules, Regulations and Provisions of the BIMSTEC Secretariat.

6. Deadline for the Applications: 15 May 2026

7. Expected date for entry on duty: 15 June 2026

8. Type of Appointment:

- i. Contractual basis (contract renewable based on annual performance appraisal and the discretion of the BIMSTEC Secretary General)
- ii. Selected candidate will be on a mandatory probation for period of 01 Year starting from the date of their joining the Secretariat
- iii. Selected candidate is required to continue working for the Secretariat for a minimum of three years

9. Duty Station: Dhaka, Bangladesh

10. Eligible applicants may apply along with short (1 page) cover letter addressed to the BIMSTEC Secretary General, BIMSTEC Secretariat, Dhaka, Bangladesh, stating why they consider as a suitable candidate for the position affixed with a copy of their CV (2 pages maximum) in English, copy of NID/Passport, one recent passport-sized color photograph and copies of academic certificates/testimonials/transcripts, certificate of experience (if any) in PDF by email to: info@bimstec.org

NOTE:

- i. TELEPHONE CALLS OR ANY MEANS OF COMMUNICATIONS ON THE MATTER ARE NOT ACCEPTED**
- ii. BIMSTEC IS AN EQUAL OPPORTUNITY ORGANIZATION**
- iii. ONLY SHORT-LISTED CANDIDATES WILL BE INVITED FOR INTERVIEW**
- iv. NO TRAVELLING AND OTHER RELATED EXPENSES WILL BE OFFERED**