

Ministry of Foreign Affairs
Recruitment & Training Section
Dhaka

No. AD-R&T-1028/484

29 October 2019

Circular

Sub: Vacancy announcement for the post of 'Program Officer II-P3' at D-8 Secretariat

The post of 'Programme Officer II-P3' at D-8 Secretariat will be vacant very soon. The next Programme Officer shall be nominated by the Government of Bangladesh. In this regard, Ministry invites applications from qualified candidates for the said post at D-8 Secretariat

02. The important features of the post are given below:

Name of the Post: 'Program Officer II-P3'	
Qualification	Duties and responsibilities
<ol style="list-style-type: none">1. The candidate should have at least Bachelor degree in Economics, International Trade or Industries preferably with Master's Degree in related field;2. At least <u>03 years of working experience</u> in the government regional or intergovernmental, organization;3. <u>Age below of 30 years</u>;4. Good command in writing and spoken English and interpersonal skill and ability to conduct research with minimum supervision;5. Ability to conduct research with minimum supervision;6. Ability to work under pressure, meet deadlines work as a team;7. Excellent skills in using computer applications.	<ol style="list-style-type: none">1. Reporting to the Secretary General of the D-8 and working under direct supervision of the Directors;2. Compiling information and analyzing issues of interest particularly related to cooperation in the sector of energy, transportations and tourism;3. Preparing documents/concept paper/reports for the energy, transportations and tourism sector;4. Conducting research on the energy, transportations and tourism sector to be presented at the principal organ meeting.
Terms: 04 years	
Salary and Others: 1800 Euro, House Rent: 1500 Euro	
In case of Official travel: Economy Class Flight, Hotel Accommodation	
Deadline to apply	15 November 2019

03. Eligible candidates at the rank of Grade-09 and above working at the Ministry and Bangladesh Missions abroad are requested to submit application along with CV and color photograph to the Recruitment and Training Section of the Ministry.

The deadline for application is 15 November 2019

04. The application may be sent electronically at as.randt@mofa.gov.bd.

(Signature)
29.10.19
(Nusrat Jahan)
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Distribution:

Officers working at the Ministry and Bangladesh Missions abroad

Copy for kind information:

- Director General (Administration /IO/FMO)
- Director (SMO/FSO/Personnel/IO)