

## Job Opportunity

# FPAB

Protects Sexual and Reproductive Health Rights



FPAB is looking for qualified, experienced, Energetic, hardworking committed person for the position “**Secretary**”, Resource Mobilization & Awareness Project, FPAB.

### Job purpose and key tasks

- ▶ Provide secretarial (Computer skills in English and Bangla) and logistics support to Unit Head, Consultant and Advisor of the project RMA
- ▶ Provide support to Unit Head in organizing workshop, seminar, roundtable or any other event of the project
- ▶ Assist in preparing reports of the project as required by FPAB management or donor
- ▶ Document all BCC and advocacy related materials of the Project RMA
- ▶ Maintain files, records and documents of the project maintaining safety and confidentiality

**Education** □ Minimum Graduate

**Experience** At least 10 years experience in secretarial jobs, Departmental candidates may apply

**Salary range** Salary will be commensurate with relevant experience

Only short listed candidates will be called for interview. No. TA/DA will be admissible for attending interview. Applicants must submit latest CV, a recent passport size photograph and certificates of education, experiences, characters etc with a bank draft for applicants out side of Dhaka and Pay order for applicants of Dhaka amounting Tk. 100/- in favor of FPAB from IFIC Bank in favor of Shantinagar Branch or Agrani Bank in favor of Central Law College Branch, Dhaka (Non refundable) by 22 October, 2008 to the Director General, FPAB, 2 Naya Paltan, Dhaka –1000

***Women are strongly encouraged to apply***

Visit : [www.fpab.org](http://www.fpab.org)