

POLLISREE

Unite Manager

Application Deadline: **28 Feb 2025**

Summary

Vacancy: --

Age: **at most 45 years**

Location: **Dinajpur**

Minimum Salary: **Negotiable**

Experience: **At least 3 years**

Published: **13 Feb 2025**

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



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Requirements

Experience

- At least 3 years

Additional Requirements

- Age at most 45 years
- Basic Knowledge computer, data entry in customized software and familiar with MS Word, Excel, Email & Browsing.
- Motorbike willingness to drive frequently.
- At least 3 years' working experience in micro credit.

Responsibilities & Context

Job Context: POLLISREE is a well reputed national NGO started its work in 1987 and working in 5 Districts of Bangladesh. Pollisree to implement the micro Finance Program Under Dinajpur District for smoothly implement the program, MRA# 01572-00660-00313. Pollisree is seeking the qualified staffs according to the following conditions.

Job Responsibilities:

- Responsible for Branch staff, Office, Fund and Expenditure Management, Office Management and managing the administrative activities of the Branch.
- Ensure Compliance with credit, savings and hues management.
- Ensure the regular and scheduled balancing.
- Assist to the Preparation of annual budgets and planning.

- Determine the rate of achievement various targets on Month wise and ensure their implementation.
- Preparation of all reports including MIS and AIS with computer and micro finance software.
- Maintenance the branch accounts and supporting documents including bill-vouchers, approval where necessary .
- Maintaining regular contact with members and promoting public relation in the workplace.
- To play an active role in skill development of employees.
- Perform other duties as directed by the authority.
- Ensure gender friendly environment at all level
- Must have efficiency in supervision of field staff.

Skills & Expertise

Micro Credit

Compensation & Other Benefits

- As per Organization policy.

Workplace

Work at office

Employment Status

Full Time

Job Location

Dinajpur

Apply Procedure

Hard Copy

Write a cover letter to Executive Director, POLLISREE, Dinajpur including CV (Apply through hard copy) please enclosed all supporting papers with NID, Motor driving license, Experience certificate & mention Email ID, Telephone/Cell/Mobile phone number. Mention also the position name at the top of envelope. Please endorse two references. Short listed candidates will be called for written and oral test.

POLLISREE

Balubari, Dinajpur-5200

Web: www.pollisree.org

Company Information

POLLISREE

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Balubari, Dinajpur- 5200

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