



Rural Development Sangstha (RDS) Senior Admin Officer

Application Deadline: **25 Sep 2025**

Summary

- At most 45 years
- Job Location: RDS head office, Sherpur.
- Salary: **Negotiable**
- Experience: At least **3 years**
- Published: **11 Sep 2025**

Requirements

Education

- Post graduate in any subject. Preferred in Master of Business Administration (MBA) in HRM.
- Not allowed any 3rd division or equivalent CGPA

Experience

The applicants should have experience in a relevant position at least 3 years (Retired defense person will be preferred)

Additional Requirements

- At most 45 years (Highly experienced person may be considering)
- Excellent skills on leadership, team management, and decision-making skills.
- Good communication, negotiation, and presentation abilities.
- In-depth knowledge and skills on office and Administration.
- Ability to analyze identifies opportunities, and executes strategies effectively.
- Must be target-oriented, self-motivated, and capable of working under pressure. Proficiency in MS Office, Excel and PowerPoint.
- Willingness to travel frequently at different microfinance and project branch office inside Bangladesh (if required).
- Organize, facilitate and attend different training, meeting and workshop
- Strong organizational and employee management skills.
- Knowledge of labor law & organizational regulations.
- Ability to handle conflict and maintain discipline.
- Basic on accounting, procurement and reporting skills.
- Communication skills both Bengali & English.

Responsibilities & Context

Rural Development Sangstha (RDS) is a national level non-governmental development organization. It has been working for the overall development of the poor people in remote areas including Sherpur, Jamalpur, Mymensingh, Tangail and Gazipur, districts. The organization is registered by the Microcredit Regulatory Authority (MRA), whose certificate number is -00193-00028-00374, and with the financial support of Palli Karma-Sahayak Foundation (PKSF), applications are being invited from interested, hardworking, intelligent and non-smoking Male/ Female candidates who are permanent residents of Bangladesh for the mentioned positions.

Job Description/Responsibilities:

- Manage recruitment processes including job postings, resume screening, and interview coordination.
- In-depth knowledge HR Software Operation and Maintain.
- Address employee inquiries and concerns in a timely manner.
- Provide support to employees on various HR-related topics such as Recruitment, Verification, Documents Maintain, Attendance Maintain, HR documentation, Transfer Etc.
- Manage disciplinary procedures, Organization relations, and grievance resolution.
- Maintain accurate records of financial transactions and reconciliations.
- Conduct e-fax, email to different service provider on disaster period e and constantly communicate with the payment.
- Prepares reports for CEO and senior management, including recurring reports and ad hoc reports.
- Maintain accurate records of claims, payments, and correspondence.
- Resolve discrepancies or denials by communicating with parents and granter and others service providers.

Compensation & Other Benefits

The total monthly salary negotiable, however, after the job is made permanent, salary allowance and other benefits will be provided as per the Organization policy. And for the said post, 3 annual festival allowances, incentive bonus, provident fund, gratuity, allowance against earned leave, welfare fund benefits and other benefits provided by the Organization will be provided. In the case of candidates with more experience, the salary will be paid subject to negotiation.

Employment Status

Full Time

Job Location

Sherpur

Read Before Apply

The candidate must have the mentality to work in any area of Bangladesh.

- At the time of joining, a security deposit of 10000/- (Ten thousand) taka (refundable) will be deposited in favor of the organization, which will be paid with interest at the prescribed rate.
- The candidate must be proficient in Bengali and English typing on the computer.
- In the loan scheme of PKSF's associate institutions, preference will be given to experienced candidates and age and apprenticeship period will be relaxed.
- The candidate must mention his mobile number in the application form for direct contact. No TA/DA will be provided for participating in the examination. The authority reserves the right to reject any application without any reason.
- Candidates who have been exempted from the service of RDS or have been dismissed from the service need not apply.
- Any lobbying will be considered as disqualification of the candidate.

Apply Procedure

Hard Copy

Interested candidates are invited to submit their applications in writing, along with educational qualification certificates and National ID Card, experience certificates, 4 copy passport size attested photographs, names, addresses, mobile numbers of two references, and applications to the Chief Executive Officer at the following address during office hours by 30/09/2025. Address: - Chief Executive Officer, Rural Development Sangstha (RDS), 49 Girddanarayanpur, Sherpur Town, Sherpur-2100. Examination fee of 200/- Taka has to be deposited in cash at the time of examination. Only selected candidates will be called to participate in the recruitment examination.

Company Information

Rural Development Sangstha (RDS)

Address:

49, Grirda Narayanpur, Sherpur Town, Sherpur-2100, Bangladesh.

Business:

Rural development Sangstha (RDS) popularly known as RDS, is a non-political, non-profit and non-governmental local voluntary organization was formally established in 1st January'1993. RDS is currently working in both rural and urban areas of thirteen districts in Bangladesh. RDS is established with a purpose to alleviate poverty and to make the vulnerable group, youth, especially landless and small farmer family's self-reliance through group formation, training, income generating activities, non-formal education, local resource mobilization, women development and undertaking need and problem solving programs with the help of PKSF, TX BD, Bangladesh Bank Grehayon Tahabil, Women affairs bureau Etc.