

Job Opportunity

ASA, a leading microfinance organization, is looking for the position of a "**Company Secretary**" to work with the team of ASA International Holding Company staying in Dhaka with T.A. provider team as outsourcing modalities.

The incumbent will work with the team of ASA International and will perform the following duties and responsibilities:

- Maintain registers of the company matters;
- Prepare meeting notice, minutes according to company's law and submit to the respective authorities;
- Work for all relevant Acts & Rules etc. and examine the policy and follow-up the activities, drawbacks and benefits;
- Coordinate with the Company Secretaries jobs of other countries, where ASA provides technical services;

Age limit: 40 years (maximum) up to 1st January 2011.

Salary: Taka 55,000 and negotiable. One year probationary period, after successful completion of the probationary period the job will be extended.

Conditions and procedures to apply:

The applicant must have a post-graduation degree in any discipline. ICS/ICMA (inter) / CA (PE1) are preferable. S/he must also have at least 5 years relevant working experience.

The applicant must be a non-smoker, smart and should have fluency in both written and oral English and Bengali. Computer skills on MS Office software is required.

Interested candidates can send their applications addressing to the President, ASA mentioning the post applied for on the top of envelope along with a full CV, recent passport size photographs within **3rd February 2011** to the following postal or email address.

No need to send photostat copies of certificates, testimonials and other documents with the application but the original copies should be shown at the time of interview. Only short listed candidates will be contracted.

(ASA is an equal opportunity employer and promotes positive action to achieve gender balance among its staff)



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