



Post: Assistant Manager/Senior Executive – Human Resources

Job Nature: Full Time.

Number of Vacancy: 1

Job Brief

Bangladesh Football Federation is seeking a highly skilled and experienced individual with excellent administrative and employee management skills to join as the Assistant Manager/Senior Executive – Human Resources. The desired candidate is expected to have expertise in the overall human resources process.

To ensure success, the desired candidate should be very detail-oriented and be problem-solver. They having a strong hold on the Bangladesh Labor Act and performance management system.

If you're passionate about the job and can think of ways to add creativity to your work, we'd like to meet you.

Job Responsibilities

1. Employee Management

- Recruitment Data base Management.
- Manage the relationship with Job Portals agencies.
- Conduct various recruitment sessions as per requirement of various department considering the annual HR budget.
- Keep track of employee database.
- Take initiatives to develop the HR software as required.
- Prepare monthly salary& overtime sheet of all employees.

2. Talent Acquisition Process

- Responsibility for full recruitment life cycle across all functions as per BFF Policy.
- Ensure the team implements the Recruitment Plan as per the Annual HR Operating Plan.
- Ensure the formulation and implementation of a cost-effective Recruitment Plan.
- Ensure that the Job Requisition Forms are completed for all positions sourced – New/Replacements.
- Sourcing candidates through Internal Job Postings and evaluating Function.
- Sourcing candidates across Recruitment Database, Job Portals.
- Conducting competency-based interviews either through VC/Telephone/In-Person interactions.



- Offer Management including Negotiation, Reference Check, Background Verification and Relationship Management.
- Liaison with the HR Operations/Administration to ensure they are kept informed of all new hires and joining dates and respective inputs.
- Recruitment tracker management
- Budget Management

3. On-boarding & Induction

- Execute the On-boarding process within the organization – Organization, Functional or Region level as per guidelines of BFF.

4. Function Alignment

- To support HR strategy in implementing various HR Initiatives comply with Bangladesh Labour Act.
- To support the delivery for end-to-end HR Services and standardize processes across BFF.
- To support in implementation of PIP (Performance Improvement Plan) for employees on extension of probation/during the year.
- Undertake meetings with various Head of the department, Coaches & Committee members when required.
- To ensure proper dealing in all Employee Benefits matters.
- To manage and conduct all Employee Relations procedures with support from HR Operations on disciplinary, grievance, performance management and redundancies, Internal Complaints Committee.
- conducting Exit interviews, coordinating the employee's exit from BFF and tracking status of full & final settlement.
- Process owner for all Record Management pertaining to Employee's Personnel Files, Attendance Data,
Leave Data, Salary payments etc. during the employee lifecycle for the regions.
- Ensure the compliance for labour laws as well as under the Shops & Establishment Act, as applicable. Represents Educate Girls at hearings as applicable.

5. Performance Management System

- Monthly/Annual Recruitment of employees and evaluation.
- Annual Performance Management of employees of BFF.
- Yearly KPI management of employees of BFF.



Preferred Education Background:

- MBA in Human Resource Management.

Preferred Work Experience:

- Minimum 3-4 years of progressive experience in Business HR or in similar role.

Preferred Skill Set:

- Business Focus, Results Orientation, Process Orientation, Employee relationship management, Effective listening & Collaboration and fluency in English.

Job location:

- Dhaka, Motijheel.

The BFF offers competitive remuneration packages with excellent CPD and support mechanisms. Due to the requirements of this role the successful applicant will undergo a screening process. If you are interested and feel to meet the criteria for this post, please send your CV and a covering letter to:

Human Resources Department, Bangladesh Football Federation, BFF House, Motijheel C/A, Dhaka-1000 by post or email to recruitment@bff.com.bd on or before 13th September 2024.

Only the short-listed candidates will be called for Interview.