



**EMBASSY OF THE PEOPLE'S REPUBLIC OF BANGLADESH**  
Manila, Philippines

**JOB VACANCY CIRCULAR**

The Embassy of Bangladesh in Manila invites applications from suitably qualified persons for one (01) post of '**Social Secretary to the Ambassador (Local Based).**'

**Required Qualifications:**

- Bachelor's Degree from a recognized university, preferably graduation in Business Studies, Political Science, International Studies, Public Administration, or related field.
- 1-2 years work experience as Executive Assistant/ Personal Secretary is desired.
- Proficiency in MS Office applications (Word, Excel, Powerpoint, Outlook) and other relevant computer programs.
- Outstanding planning, scheduling, and organizational skill, including the ability to work under pressure.
- Excellent interpersonal and communication skills, as well as demonstrated skills in research and formal writing.
- Ability to work flexible hours, as occasionally required by the Embassy.
- Excellent command in English and Filipino language.
- Age: Up to 35 years

**Employment Category:** Contractual, Full-Time (starting from 01 March 2024).

**Salary:** Negotiable

Interested candidates are encouraged to email their application with detailed CV in PDF Format and a recent colored passport size photo at **mission.manila@mofa.gov.bd** along with copy of relevant documents, on or before **18 February 2024**. *Please indicate on the subject 'Application for Social Secretary to the Ambassador (Local Based).'*

**Note:**

- Interviews may take place on 23 February 2024.
- Only applicants short-listed for interview will receive a written reply.
- Reference checking and security clearances will be conducted on short-listed applicants.