

Bangladesh High Commission

Singapore

Website:

Job Vacancy Notice

Post: Welfare Assistant

Eligibility:

- Educational qualification: Graduate from a Govt. recognized educational institution. (May be relaxed for exceptionally qualified candidates)
- Good knowledge about the office software (Ms Word, Excel, Power point presentation, graphic works etc)
- Emailing and other IT related communication skill
- Must have a work permit issued by Singapore Government
- English Communication Skill

Job description: Attend all telephone calls, provide welfare and IPA related services to Bangladeshi Nationals render necessary visits, and whatever the authority instructs from time to time.

Type of job: Temporary basis and it is a work permit holder's level job. However, any pass holder can apply. Renewable annually upon satisfactory performance.

Salary: As per Government Scale

Last date of Application: 25 June 2023

Interested candidates can kindly send CVs with relevant documents to mission.singapore@mofa.gov.bd or drop in person at 19, Keppel Road, Jit Poh Building, Level-10, Singapore-089058 on weekdays (09am -05pm)

Candidates will be called for Viva Voce at a convenient time.



12.06.2023
Head of Chancery

Md Oashimul Bari
Head of Chancery
Bangladesh High Commission
Singapore