

Administrative Assistant to the Resident Twinning Advisor – Secretary and English/Bengali Language Specialist in the project titled: *Strategic Partnership of the Office of the Comptroller and Auditor General in Bangladesh (OCAG, Bangladesh) and the Supreme Audit Institution Najwyższa Izba Kontroli (NIK, Poland)*

We are looking for a highly organized and proactive Administrative Assistant to support the Resident Twinning Advisor in managing daily administrative tasks and providing language support. The ideal candidate will be detail-oriented, trustworthy, and capable of working independently while maintaining clear communication. Previous experience in translation will be considered an advantage.

Responsibilities:

- Managed the office of the Resident Twinning Advisor by organizing meetings, workshops, and events in Dhaka, including booking hotels and conference rooms, preparing tea and coffee, handling shopping, and arranging airport pickups for guests.
- Maintained calendars, coordinated schedules, and supported day-to-day administrative tasks.
- Provided administrative and language support in Bengali and English, including translating legal documents and audit reports.
- Maintained smooth communication and collaboration between local and international stakeholders.

Minimum requirements / eligibility criteria (necessary for the application to be considered):

- Minimum of university degree in administration, management, linguistics, languages, economics, law, or another relevant field. Equivalent professional experience of at least 5 years may be accepted where appropriate.
- Strong written and verbal communication skills; ability to work effectively in a multicultural environment.
- Language skills: Bengali (native) and English (proficient).
- Ability to translate texts from Bengali into English.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook, Zoom).
- Experience in handling phone calls, scheduling meetings, and responding to emails will be an asset.
- Medically fit to perform the required duties.
- Discretion and ability to handle sensitive information.
- **Candidates must not have been in any contractual relationship with the public sector of Bangladesh within the six months preceding their recruitment.**

Assets / selection criteria (basis for awarding points to select the best applicant):

- Previous experience working on EU-funded projects or familiarity with EU rules and procedures is highly desirable.
- Previous working experience with International Organisations and/or Embassies, Multilateral donors etc.
- Capacity to work under tight deadlines, handle multiple tasks, and adapt to evolving project needs.



EU Twinning Project (BD 24 NDICI FI 02 25) funded by the European Union

Strategic Partnership of the Office of the Comptroller and Auditor General in Bangladesh (OCAG, Bangladesh) and the Supreme Audit Institution Najwyższa Izba Kontroli (NIK, Poland)

- Knowledge of other IT programs/project management tools will be an asset.

What we offer:

- Professional development – valuable experience in office management, reporting, and compliance with EU standards and procedures.
- Opportunity to work in a multicultural and international environment, building professional relationships with stakeholders, institutions, and experts at both national and international levels.

Work Conditions:

- Full-time position: 8 hours per day, 5 days a week (Sunday to Thursday), with occasional business travel requiring work outside standard hours and days.
- Work location: Office of the Comptroller and Auditor General of Bangladesh (Audit Bhaban, 77/7, Dhaka 1000).
- Fixed term appointment.

Please note that only selected candidates will be contacted. The administrator of your personal data is the Supreme Audit Office of Poland (NIK), ul. Filtrowa 57, 02-056 Warsaw, tel. +48 22 444 50 00.

Your personal data will be processed solely for the purpose of the recruitment process in accordance with the General Data Protection Regulation (GDPR) and Polish data protection laws. You have the right to access, correct, and request the deletion of your personal data, as well as the right to withdraw your consent at any time without affecting the lawfulness of processing carried out before the withdrawal.

You can find complete information regarding the processing of your personal data in the attached file, which should be included with your application.

By submitting your application, you consent to the processing of your personal data for the purposes of this recruitment process.

The recruitment process will consist of a formal review of all submitted applications. Candidates selected for further consideration will be invited to an interview, during which their proficiency in office software will be evaluated. Assessment tasks will include composing professional emails, preparing concise notes for advisors, creating charts, and translating documents.

How to apply:

Please send your application and supporting documents to the following e-mail: office@db-nik.eu **no later than 16:00 hours – 5 October 2025 (GMT+6)**. Only complete applications received on time via e-mail will be considered.



EU Twinning Project (BD 24 NDICI FI 02 25) funded by the European Union

Strategic Partnership of the Office of the Comptroller and Auditor General in Bangladesh (OCAG, Bangladesh) and the Supreme Audit Institution Najwyższa Izba Kontroli (NIK, Poland)

The package should include:

- A detailed CV (a detailed standard Europass curriculum vitae <https://europa.eu/europass/en>).
- A Letter of Motivation.
- A GDPR – declaration.



EU Twinning Project (BD 24 NDICI FI 02 25) funded by the European Union

Strategic Partnership of the Office of the Comptroller and Auditor General in Bangladesh (OCAG, Bangladesh) and the Supreme Audit Institution Najwyższa Izba Kontroli (NIK, Poland)