

Recruitment Notice

Position: General Manager (HR & Admin)

1. Position Summary

The General Manager (HR & Admin) is a senior leadership role responsible for building and sustaining a professional, people-first, compliant, and high-performing Human Resources and Administrative function at BdREN. With a growing workforce of 105 employees operating across a knowledge-driven, technology-intensive environment, BdREN requires full-time dedicated HR leadership to institutionalise international best practices, drive a progressive people strategy, and enable organisational excellence. Benchmarked against the Chief Human Resources Officer (CHRO) / Chief People Officer (CPO) standards practised by leading technology and telecom organisations in Bangladesh, including Grameenphone and Robi Axiata, this role is designed to deliver the full spectrum of strategic people management — from talent pipeline and learning & development to digital HR and gender-inclusive culture. The role-holder will serve as a strategic business partner to the CEO and the BdREN leadership team.

2. Organisational Placement

Primary Reporting Authority: Chief Executive Officer (CEO), BdREN

Direct Reports: Manager (HR) and Manager (Admin)

Nature of Employment: Full-time, Permanent (subject to satisfactory completion of six-month probation)

Organisational Level: Level 3 – Senior Management (General Manager Grade)

Location: BdREN Office, Dhaka, Bangladesh

3. Eligibility & Qualifications

3.1. Educational Qualification

- Master's degree in Management, Public Administration, or an MBA with major in Human Resource Management (HRM) or Management from a recognized university.

3.2. Experience

- Minimum 12 years of progressive HR experience, including at least 5 years in a senior HR leadership role (GM/DGM/AGM or equivalent).
- Demonstrated track record of independently managing HR for an organisation of 80 or more employees.
- Experience in developing HR policy, HR Strategic Plan, organogram, service rules, recruitment policy, training policy, Key Performance Index (KPI), Job Descriptions/Specifications/Evaluations and other related policies are prime requisite.
- Hands-on experience with HRIS/HRMS platforms, HR analytics, and data-driven workforce planning.
- Experience in Private Sector Business organization is preferred.
- Exposure to leading telecom or technology-driven organisations - such as those practising people strategies - will be considered a strong advantage.
- Track record of driving Gender Diversity, Equity & Inclusion (DEI) programmes in a structured manner.
- Sound knowledge of the Bangladesh Labour Act 2006 (as amended), Bangladesh Labour Rules 2015, and applicable government service regulations.

3.3. Additional Preferences

- Experience in structured, disciplined, process-driven, and high-compliance environments is an added advantage.

4. Age & Nationality

- Bangladeshi nationals only.
- Maximum age: 45 years as of the last date of application submission.
- Age relaxation for extraordinarily qualified candidates may be considered.

5. Salary & Benefits

Benefit / Component	Details
Monthly Basic Pay & Gross	BDT 1,10,000/- and BDT 1,82,200/-
Other Allowances	As per Service Rules

6. Functional Responsibilities

A. People Strategy & Organisational Development (CPO-Equivalent Focus)

- Develop, own, and continuously evolve a comprehensive People Strategy aligned with BdREN’s five-year institutional roadmap and annual business plan — benchmarked against CPO-level practices in leading Bangladesh technology organisations.
- Serve as the principal people strategy advisor to the CEO and senior leadership, contributing to Board-level people governance and reporting where applicable.
- Lead organisational design, job architecture, grading, and workforce restructuring in line with BdREN’s evolving mandate.
- Drive succession planning and leadership pipeline development to build organisational depth and resilience.
- Champion a ‘People-First’ culture: one that values employee growth, wellbeing, inclusion, and institutional performance in equal measure.

B. Talent Acquisition & Employer Branding

- Oversee end-to-end recruitment and selection in compliance with BdREN’s service rules and applicable procurement guidelines.
- Develop a transparent, merit-based, structured, and timely hiring process — including structured assessments and competency-based interview frameworks.
- Build BdREN’s employer brand to attract top talent from ICT, networking, and the research & education ecosystem in Bangladesh, including leveraging platforms such as LinkedIn and BDJOBS.
- Establish and manage a Management Trainee / Next Generation Leaders programme to develop future leaders from within.
- Introduce gamified or AI-assisted recruitment tools (e.g. cognitive and competency-based assessments) for smarter, faster shortlisting.
- Manage structured onboarding programmes, including digital induction platforms, to accelerate new-hire productivity.

C. Learning & Development (L&D)

- Design and implement a comprehensive annual Learning & Development plan covering all levels of staff — targeting a minimum of 40 learning hours per employee per year, aligned with industry standard benchmark.
- Build a blended learning ecosystem: in-person training, e-learning platforms (e.g. Coursera, LinkedIn Learning, or equivalent), and specialised leadership programmes.
- Establish a Learning Management System (LMS) or digital learning portal accessible to all BdREN employees.
- Design and run leadership development and succession interventions for middle and senior management.
- Identify critical technical skill gaps — particularly in network engineering, cybersecurity, and ICT — and develop targeted upskilling plans.
- Partner with universities, BTCL, BCC, and ICTD ecosystem bodies for structured capacity-building initiatives.

D. Compensation, Benefits & Total Rewards

- Design and maintain a competitive, equitable, and BdREN-appropriate total rewards framework, benchmarked against comparable public-sector ICT and research organisations in Bangladesh.
- Oversee payroll processing, provident fund, gratuity, and all statutory deductions in full compliance with the Bangladesh Labour Act and Income Tax Ordinance.
- Conduct periodic salary benchmarking and present findings and recommendations to management and the Board.
- Ensure salary-band discipline, internal pay equity, and transparency in benefits administration.
- Introduce Long-Term Incentive (LTI) mechanisms or recognition schemes for critical talent retention, subject to Board approval.

E. Performance Management & Accountability

- Design and institutionalise a robust Annual Performance Appraisal system using agreed KPIs linked to BdREN's strategic objectives.
- Introduce OKR (Objectives and Key Results) frameworks for senior leadership, consistent with modern practice in leading technology organisations.
- Establish a continuous feedback culture: regular check-ins, mid-year reviews, and structured developmental conversations.
- Align performance outcomes with promotion, increment, Long-Term Incentive, and recognition decisions.
- Manage Performance Improvement Plans (PIPs) with fairness, consistency, and documentation discipline.

F. Employee Engagement, Wellbeing & Inclusive Culture

- Develop and execute annual employee engagement strategies, including structured engagement surveys and action planning.
- Lead BdREN's Gender Diversity, Equity & Inclusion (DEI) programme with measurable annual targets, following industry standard model: a dedicated focus on (i) leadership pipeline for women, (ii) cultural sensitisation, and (iii) retention of female talent.
- Drive an anti-sexual harassment compliance framework and maintain a functioning Anti-Sexual Harassment Committee as required by Bangladesh law.

- Promote employee wellness programmes: mental health awareness, work-life balance initiatives, and in-house health facilities.
- Establish a structured, impartial, and documented grievance redressal system ensuring timely resolution.
- Lead internal communications: staff newsletters, town halls, and transparent information-sharing with all employees.

G. HR Operations & Legal Compliance

- Ensure full compliance with the Bangladesh Labour Act 2006, Bangladesh Labour Rules 2015, and all applicable government service and regulatory requirements.
- Maintain and regularly update BdREN's HR Policy Manual / Service Rules and Standard Operating Procedures (SOPs).
- Manage personnel records, service files, leave management, and all HR documentation with accuracy, confidentiality, and audit readiness.
- Oversee HR audit processes, governance reporting, and statutory returns to regulatory authorities.
- Handle disciplinary proceedings, show-cause notices, and termination processes with strict adherence to due process and natural justice.
- Coordinate with BdREN's legal counsel for labour-related disputes or regulatory queries.

H. Administration & Facilities Management

- Oversee office administration, asset management, logistics, travel management, and facilities operations across all BdREN premises.
- Ensure smooth, uninterrupted administrative support for all divisions and project teams.
- Manage vendor contracts, PoP Space Rental Agreements, AMC agreements, office supplies, and administrative budgets efficiently.
- Maintain a safe, secure, and well-maintained work environment in compliance with fire safety, Health, Safety & Security (HS&S) standards and ISO 45001 principles.
- Coordinate with building management, security services, housekeeping, and utility providers.
- Support event management for BdREN workshops, conferences, stakeholder events, and institutional programmes.

I. HR Digital Transformation & People Analytics

- Lead the selection, procurement, implementation, and optimisation of an HRIS/HRMS platform suited to BdREN's scale — enabling self-service for leave, payroll, appraisal, and attendance.
- Deploy [with the assistance of IT people] an HR chatbot / digital helpdesk for employee policy queries and HR services — reducing operational load and improving employee experience.
- Build a people analytics capability: dashboards and regular workforce insight reports covering headcount, attrition, gender diversity, learning completion, and performance distribution.
- Explore and pilot responsible use of AI-assisted HR tools (e.g. AI-powered shortlisting, gamified assessments) to modernise talent acquisition.
- Ensure data security, confidentiality, and compliance with relevant data protection standards in all digital HR systems.

7. Key Competencies Required

- Strategic Thinking & Business Partnership – Ability to translate BdREN’s institutional mandate into actionable people strategy.
- People Leadership & Coaching – Capability to lead, develop, and inspire a high-performing HR team and broader employee base.
- Integrity & Ethical Conduct – Uncompromising commitment to confidentiality, fairness, and professional ethics.
- Communication & Stakeholder Management – Excellent written and spoken communication in both Bengali and English; confident presenter to the Board.
- Change Management & Agility – Proven ability to lead organisational transitions and cultural change in a structured, people-centred way.
- Analytical & Data-Driven Mindset – Comfort with HR metrics, workforce analytics, and evidence-based decision-making.
- Digital Literacy – Proficiency in HRIS systems, data dashboards, and modern digital HR tools.
- Inclusive Leadership – Demonstrated commitment to gender diversity, equity, and building a psychologically safe workplace.
- Knowledge of ICT & Research Ecosystem – Understanding of the unique HR context of a national research, education, and networking technology organisation.

Instruction to Applicants:

- Please click <https://erecruitment.bdren.net.bd>.
- Press the “Apply now” button for the post you want to apply.
- Fill out the Application form with valid information for all required fields, photographs and signatures.
- Upon submission of the form, you will receive an email. Following the payment instruction, pay your application fee (in case you miss the email, please contact us at erecruitment@bdren.net.bd).
 - Application Fee: BDT 1,000.00 (One Thousand) Only
- After the payment you will receive a TxnId from Rocket. To complete the application, provide that transaction ID on your payment instruction page.
- Upon submission of your TxnId, you will receive a confirmation SMS of your application within 24 hours.

Payment Instruction:

- Payment Instruction (From Rocket): Dial *322# from Mobile and follow the below instruction:
 1. Choose option 1 for Bill Pay
 2. Choose option 1 for Self or 2 for Other
 3. If you select option 2 on the last screen: You will be on screen 3- Enter Payer's Mobile No: ***** / If you select option 1 on the last screen: You will be on screen 4
 4. Choose option 9 for Other
 5. Choose 0 for more
 6. Enter Biller ID: 2822
 7. Enter Bill Number: *****
 8. Enter Amount:
 9. Enter Pin Number: ****
- Please submit the transaction Id in BdREN recruitment portal using the application link.

Last date of Online Application: 19 July 2026

For further contact: 09666-110239