

# Career Opportunity at CPD

## *Event Executive*

The successful candidates will have graduation or post-graduation degree from a reputed university in any discipline. The candidates must have adequate skills in organizing and documenting seminars, workshops, dialogues and networking and should have minimum 1-2 years of professional experience in the field. The candidates must have drafting ability and good communication skill both in English and Bangla, and should have adequate computer knowledge. Overall responsibility of the position is to provide assistance in executing CPD's event management plans. More specifically, the job description includes

- Maintain and update participant database
- Drafting invitations
- Liaise with stakeholders to ensure their attendance
- Post-event documentation

The prospective employee will be a person with excellent inter-personal skill who enjoys dealing and interacting with people. The job demands ability to work under pressure and with creativity and initiative.

This is a contractual position, initially for one year that can be extended upon his/her performance. A gross salary in a range of Taka 30 thousand to 40 thousand per month will be offered to a successful candidate along with other admissible benefits. Actual compensation package will be based on assessment of the candidate's qualifications and suitability including experience.

### ***Application Procedure***

Qualified candidates should apply with a copy of the resumé and a recent photograph at [career@cpd.org.bd](mailto:career@cpd.org.bd)

CPD is an equal opportunity employer. Shortlisted candidates for the above position will be duly informed for written test, interview and computer literacy test.

**The deadline for application submission is Thursday, 25 January, 2018.**