



EAST WEST UNIVERSITY

Permanent Sanad Holder

Vacancy Announcement

East West University, a leading private university and an equal opportunity employer, invites applications for the following positions:

1. Registrar (01)

Duties and Responsibilities: The incumbent, on the whole, will supervise the office of the Registrar as per Private University Act 2010 and Statutes/rules of the University, manage records related to admission tests, registrations, examinations, grade, class schedule and other related matters and correspond & maintain liaison with and submit information and periodic reports to the Ministry of Education & University Grants Commission. The Registrar also acts as Member Secretary of the University Syndicate, Academic Council and other important committees. The Registrar will work closely with Board of Trustees and Vice Chancellor in a number of related areas.

Qualification: Masters Degree preferably in Business Administration/English/Social Sciences with minimum 02 first classes/divisions out of the four public examinations (with no third class/division) from reputable Institutions.

Experience: Minimum 15 years' academic-cum-management experience in any reputable organization, preferably in a university. He/she should also have exceptional communication skill in English & Bangla with ability to use a computer.

Age: The candidates' age may not ordinarily be over 55 years as on 08 January 2017. Age limit may be relaxed in case of exceptionally qualified candidates.

2. Chief of HR & Logistics (01)

Duties and Responsibilities: Ensure continuous development and implementation of HR policies and support the University goals and ensure complies with legal requirements. Ensure effective support to both academic and administrative wing. Implement and monitor all HR procedures relating to faculty and admin staff. Ensure compliance with equal opportunities and other legal requirements and provide relevant information on admin staff and University. Prepare job descriptions and person specifications for recruitment and job evaluation purposes. Responsible for all administrative and logistics support to both academic and administrative members. Ensure efficient procurement management and act as member secretary to various committee as desired by the management.

Qualification: The candidate should have MBA (Major in HRM) from a reputed university with at least 2nd Division/Class/CGPA-3 out of 5 or 2.5 out of 4 in all academic examinations. He/she should also have exceptional communication skill in English & English with ability to use a computer.

Experience: Minimum 15 (fifteen) years' experience in a managerial position in educational institutions (preferably) or any business organization.

Age: 40-50 years as on 08 January 2017. Age limit may be relaxed in case of exceptionally qualified candidates.

3. Joint Chief HR & Logistics (01)

Duties and Responsibilities: Coordinate and ensure implementation of all administrative and procurement policies, timely purchase and procurement of all academic and non-academic equipments/items. Ensure effective support to both academic and administrative wing. Implement and monitor all HR procedures relating to faculty and admin staff. Ensure compliance with equal opportunities and other legal requirements and provide relevant information on admin staff and University. Prepare job descriptions and person specifications for recruitment and job evaluation purposes. Responsible for all administrative and logistics support to both academic and administrative members.

Qualification: The candidate should have Masters Degree (preferably MBA) from a reputed university with at least 2nd Division/Class/CGPA-3 out of 5 or 2.5 out of 4 in all academic examinations. Certification on professional training/course is preferable.

Experience: Minimum 12 (twelve) years experience in a mid level management position in Govt./Semi Govt. or any business organizations. Preference will be given to candidates having experience in any private/public universities.

Age: 35-50 years as on 08 January 2017. Age limit may be relaxed in case of exceptionally qualified candidates.

4. ICS Officer (01)

Qualifications: Candidate should have a 4 years Bachelor Degree or Masters Degree in any subject from any recognized university with minimum 3 years practical experience in maintaining hardware, software and networking. Individual must have working knowledge in Windows and Linux operating system installation, maintenance and troubleshooting.

Age: Maximum 35 years as on 08 January 2017.

5. Lab Officer (Database Lab,CSE Department) -(01)

Qualifications: Candidate should have a 4 years Bachelor Degree or Masters Degree in any subject from any recognized university with minimum 3 years practical experience in maintaining hardware, software and networking. Individual must have working knowledge in Windows and Linux operating system installation, maintenance and troubleshooting. Candidates must also have proficiency with SQL and PHP languages and Oracle and MYSQL database systems.

Age: Maximum 35 years as on 08 January 2017.

6. Fire Fighting Technician (01)

Qualification: SSC with relevant certificate.

Experience: Minimum 03 (three) years' experience in operation and maintenance of central fire fighting systems.

Age: Maximum 35 years as on 08 January 2017.

7. Plumber (01)

Qualification: SSC with relevant trade certificate.

Experience: (one) year relevant experience.

Age: Maximum 35 years as on 08 January 2017.

*** Salary & benefits commensurate with qualification & experience**

*** Only short listed candidates will be invited for tests/interview**

Please send the application with complete CV reflecting all academic results, attested copies of academic and experience certificates and two recent passport size photographs to the Vice Chancellor for the position of Registrar and Chief of HR & Logistics and for the remaining positions to the **Chief of HR & Logistics (Acting), East West University, Plot: A/2 Jahurul Islam City, Aftabnagar, Dhaka 1212** or apply through www.chakri.com or East West University website: www.ewubd.edu or e-mail to ewuhr@ewubd.edu.

Application Deadline: 8 January 2017