

North East University Bangladesh

Section Officer (PS to VC)

Vacancy: 01

Job Context

- We are looking for dynamic and hardworking employee who wants to build-up and develop the career in any education sector.
- Demonstrate excellent organizational, verbal and written communication skills.
- Able to work with persons of different cultural background.
- We encourage individuals, who are dedicated for development of educational institute, to apply aspiring to be a part of NEUB Family.

Job Responsibilities

- Administrative works.
- Works and activities will govern by the authority of the university.

Employment Status: Full-time

Educational Requirements

- Master's degree in any discipline

Experience Requirements

- At least 3 year(s)
- The applicants should have experience in the following area(s):
 - Administrative, Communication, Computer skill, English (Language)

Additional Requirements

- Age at most 32 years
- Honors & Master Degree in any discipline.
- Candidates with 3rd Division/Class will not be considered.
- Having at least 3 years proven working experience from any recognize organization as Officer/Junior Officer.
- Educational qualification and experience will be relaxed for internal candidate.
- Computer Literacy preferred (must be able to operate Microsoft Office).
- Proficiency in spoken and written English and Bengali.

Job Location: Sylhet (Sylhet Sadar)

Salary

- As per University's Pay Scale

Compensation & other benefits

- Salary Review: Yearly
- Festival Bonus: 2 (Yearly)

Application Deadline: 7 Jun 2023

Read Before Apply

***Photograph must be enclosed with the resume.**

Apply Procedure

A detailed CV with two referees, cover letter, copies of certificates & mark sheets and two copies of photographs should be sent to The Registrar, North East University Bangladesh, Telihaor, Sheikhghat, Sylhet.

Please write the name of the post on the top of envelop.

Application Deadline: **7 Jun 2023**

Company Information

North East University Bangladesh, Telihaor, Sheikhghat, Sylhet