

প্রথম আদ্যো

বুধবার, ১৭ সেপ্টেম্বর ২০২৫, ২ আশ্বিন ১৪৩২ •



**NORTH SOUTH UNIVERSITY**  
Center of Excellence in Higher Education

# WE ARE HIRING

**Position Name: Officer (Female) - 01 (One)**

**Last date of application: 11 October, 2025**

**Number of position: 01**

**Age :** Not exceeding 35 years.

**Pay Scale:** NSU policy (Negotiable).

**Academic qualifications:**

Master's degree in any discipline from a recognized university.

**Skill & experience:**

- Minimum 5 years of hands-on experience in the Office of the Board of Trustees of a reputed private university or Board of Directors of Bank or reputed corporate office.
- Experience in administrative Coordination, preparing meeting minutes, handling confidential documents, and communicating with senior officials.
- Strong proficiency in MS Office (Word, Excel, PowerPoint).



Scan me

**Position Name: PS (Female Officer) to Chairman BOT - 01 (One)**

**Last date of application: 11 October, 2025**

**Number of position: 01**

**Age :** Not exceeding 35 years.

**Pay Scale:** NSU policy (Negotiable).

**Academic qualifications:**

Master's degree in any discipline from a recognized university.

**Skill & experience:**

- Minimum 5 years of relevant professional experience, preferably in an academic or corporate environment.
- Excellent communication, drafting, and interpersonal skills.
- High competency in liaison work between the Chairman, VC's office, Academic Heads, and other administrative departments.
- Proven ability to handle confidential information with discretion.



Scan me

**Position Name: Assistant Officer (Male) - 01 (One)**

**Last date of application: 11 October, 2025**

**Number of position: 01**

**Age :** Not exceeding 30 years.

**Pay Scale:** NSU policy (Negotiable).

**Academic qualifications:**

Master's degree in any discipline from a recognized university.

**Skill & experience:**

- Minimum 2 years of hands-on experience in the Office of the Board of Trustees of a reputed private university or Board of Directors of Bank or reputed corporate office is preferable.
- Experience in administrative Coordination, preparing meeting minutes, handling confidential documents, and communicating with senior officials.
- Strong proficiency in MS Office (Word, Excel, PowerPoint).
- Able to meet deadlines of works.



Scan me

**To sent hardcopy for above mentioned post, please follow the address**

Office of the Board of Trustees, North South University  
Plot#15, Block #B, Bashundhara R/A, Dhaka-1229, Bangladesh

For more information please visit: [jobs.northsouth.edu](http://jobs.northsouth.edu)