



CAREER OPPORTUNITY



NORTH SOUTH UNIVERSITY

Center of Excellence in Higher Education

North South University (NSU), the first private university in Bangladesh, seeks applications from candidates with required qualifications and experiences for the following position:

Please read the full job description carefully to see if you have the skills, knowledge and experience that we are looking for. Only eligible candidates will be contacted by NSU for interview:

Director, Department of Administration: 1 (One) position

Job Description:

- Ensuring administrative support to all academic and administrative departments/offices of NSU.
- Assisting the Vice-Chancellor in performing the overall activities of the NSU.
- Supporting the Vice-Chancellor in leading, managing, and supervising the general administrative affairs and functions.
- Guiding, monitoring, supervising, engineering, and streamlining the overall administration and management.
- Overseeing the Performance Management Appraisals of administrative staff.
- Supervising and ensuring efficient management of the human resource.
- Reviewing the existing rules, regulations, and policies in relation to administration and suggesting improvements.
- Ensuring the safety and security of individuals, assets, and properties of the NSU.
- Facilitating matters related to recruitment, transfer, leave, and conduct of staff and overall service management.
- Maintaining liaison, as and when necessary, with government and private organizations.
- Representing NSU as and when required and assigned by the Authority.
- Ensuring all administrative rules approved by the Board/Syndicate are implemented.
- Reporting any violation or discrepancy to the NSU Authority and suggesting constructive solutions.
- Any other tasks assigned by the NSU Authority.

Academic Qualification: At least Master's degree in any discipline.

Experience:

- The candidate should have 15 years of work experience in senior administrative/management position in large organizations, preferably at universities.

Age: Preferably between 45-55 years.

Pay Scale: Tk.95,274 - 9,527 - 2,38,186 (as per NSU Policy)

Other Terms and Conditions:

- Excellent verbal and written communication, and high-level computer skills.
- Willingness to work on holidays and after office hours, if necessary.
- Ability to solve complex problems.
- Third division/ class/ equivalent CGPA of the candidates in any educational level will not be accepted.

NSU reserves the right not to appoint anyone if suitable candidates are not found.

Any prior communication or persuasion to the position will be considered as a disqualification. Interested candidates are requested to apply through jobs.northsouth.edu by November 18, 2023.

**Department of Administration
NORTH SOUTH UNIVERSITY**

Plot# 15, Block# B, Bashundhara, Dhaka – 1229

NSU Job Portal: jobs.northsouth.edu