



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).



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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.



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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.



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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