

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 NSU are looking for. Only eligible candidates will be contacted by NSU for written examination and interview.

Department Secretary, Department of Environmental Science and Management : 1 (One) position**Job Description:**

- Provide administrative support to the department head.
- Support departmental day-to-day activities, such as receiving and responding to queries concerning departmental matters from staff, students, external organizations, and public.
- Play a key role in supporting the department's outreach efforts, and building meaningful connections with relevant stakeholders.
- Support the department with tasks such as field trips, promotion, admission, thesis defense, plagiarism check, course advising, etc.
- Draft and process letters, emails, and reports for the smooth functioning of the department.
- Maintain liaison with Teaching Assistants (GA-UGA) and resolve issues related to official duties.
- Prepare the list of required consumable and non-consumable items and raise requisition accordingly.
- Prepare financial statements concerning petty cash and other budgetary issues.
- Maintain liaison with different departments of the university on behalf of the department.
- Any other tasks assigned by the supervisor.

Academic Qualification:

- Master's degree, preferably in Environmental Science & Management/ Forestry/ Natural Resource Management/ Geography with at least 2nd class/ CGPA 3 out of 4 from any reputable university.

Experience:

- Candidates should have at least 2 to 3 years of practical work experience in any large organizations/educational institutions.

Age: Ideally 25-30 years.

Pay Scale: Tk. 15,999 - 1,600 - 39,998 (as per NSU policy).

Other Terms and Conditions:

- Excellent verbal and written communication skills both Bangla and English, supervisory experience and well conversant in computer applications and typing skills in Bangla and English.
- Willingness to work on holidays and after office hours, if necessary.
- 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 1st March, 2024.

Department of Administration
NORTH SOUTH UNIVERSITY

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

NSU Job Portal: jobs.northsouth.edu