



CAREER OPPORTUNITY



NORTH SOUTH UNIVERSITY

Center of Excellence in Higher Education

North South University (NSU), the first private university in Bangladesh, invites application 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 is looking for. Only eligible candidates will be contacted by NSU for written examination and interview.

Assistant PR Officer: 2 (two) Positions

Job Description:

Assistant PR Officer will be crucial in supporting the Public Relations Office of North South University in various tasks and projects. Job responsibilities include:

- **Media Coordination:** Draft and edit press releases, articles, and other communication materials to assist in managing media relations and communication strategies.
- **Event Management:** Contribute to the planning and executing of PR events and campaigns. Coordinate logistics for press conferences, seminars, and other promotional activities as per the university's requirements.
- **Social Media Management:** Support in maintaining and updating the university's social media platforms. Monitor social media channels and engage with the audience.
- **Content Creation:** Develop creative and compelling content for various PR initiatives for the University. Ensure consistency in messaging and branding across all communication channels.
- **Administrative Support:** Provide general administrative assistance to the PR Office. Assist in maintaining databases, records, and reports.

Academic Qualification:

- Master's in Mass Communication and Journalism or a relevant field 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 the Media (TV/Newspaper) and Public Relations Office.

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 Microsoft Office Suite and social media platforms.
- Typing skills in Bangla and English will be given preference.
- 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.
- Internal Candidates are encouraged to apply.

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 7th May, 2024.