

Category: General Management/Admin

Assistant Administrative Officer, Department of Administration North South University



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Vacancy

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Job Responsibilities

- Supporting the development and implementation of HR initiatives and systems for Administrative Personnel.
- Being actively involved in recruitment of Administrative Personnel by preparing job descriptions, Posting ad and managing the hiring the process
- Create and implements effective employee orientation Plans.
- Develop training and development programs for Administrative Personnel.
- Assist in performance management process of Administrative Personnel.
- Support the management of disciplinary and grievance issues of Administrative Personnel.
- Writing, monitoring reviewing and updating employment related polices and activities
- Assisting with other Administrative duties, including copying, scanning faxing and emailing
- Any other job that may be assigned by the authority from time to time.

Employment Status

Full-time

Educational Requirements

- Masters degree preferable in business Administration / English with computer (Microsoft office suite) literacy.
- Diploma in Human Resource Management will be added advantage.
- Only NSU applicants with a 4 Years Bachelors degree are encouraged to apply
- Third division /class/equivalent GPA of the Candidates in any educational level will not be accepted

Experience Requirements

- 2 to 3 year(s)

Additional Requirements

- The age limit of the candidates for the position should be between 25-30 Years
- Candidates having 2 to 3 years of practicals work experience at least in any large organization/educational institute will be an added advantage.

- Candidates should have excellent verbal and written communication skills and well conversant in computer applications
- Candidates Should be able to work in shifts and holidays if required
- The Authority reserved the right to accept or reject any application without giving any reason

Job Location

Dhaka

Salary

- Attractive Salary package

Compensation & Other Benefits

- Service benefits with provident fund , Gratuity, Festival Bonuses, Group Insurance, in-house free medical Consultation, as per NSU salary structure and policy will be offered

Job Source

Bdjobs.com Online Job Posting.

Read Before Apply

Please read the full job description very carefully before deciding whether you have the skill knowledge and experience that we are looking for. Only eligible candidates will be contacted by NSU for written and viva test.

Candidates may apply with complete CV, two photographs copies of certificates, transcript and other credentials by mail or in hard copy:

Director (Administration)
NORTH SOUTH UNIVERSITY
Plot #15, Block #B, Bashundhara, Dhaka-1229
Email: nsuhr@northsouth.edu
Website: www.northsouth.edu

Apply Procedure

Send your CV to nsuhr@northsouth.edu

Application Deadline : **29 Jul 2021**

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Company Information

North South University

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