

Category: Education/Training**Assistant Registrar (Legal & Estate)****UNIVERSITY OF SCIENCE AND TECHNOLOGY CHITTAGONG(USTC)**[View all jobs of this company.](#)**Vacancy**

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Job Context

USTC is seeking an Assistant Registrar (Legal & Estate) for its Registrar's Office. Applications are invited for the post of Assistant Registrar (Legal & Estate) on prevailing terms and conditions:

Job Responsibilities

N/A

Employment Status

Full-time

Educational Requirements

- Minimum Master's degree in Law and good academic records
- 2-3 years' experience in Asstt. Registrar (Legal & Estate) in a private university or any organization.
- Excellent IT skills

Additional Requirements

- Age at most 40 years
- The applicants should have at least 2-3 years' experience in the University Education System with the Administration and Management and legal and estate affairs.
- The incumbent should have fluent communication and writing skill in English and excellent IT Knowledge including PPT presentation of meetings
- Excellent communication, collaborative, and interpersonal soft skills.
- Must have experience working directly with top management and dealing with government offices for estate matters and legal issues in the HC/JC.
- Must be experienced in reporting through email using Bangla and English.
- Exceptionally qualified/experienced candidates will get preference.
- Monitor legal risk in estate matters of USTC and advise accordingly.
- Interpret laws, rulings and regulations for estate matters.
- Ensure that appropriate approvals are in place before estate transactions are executed.
- Manage regulatory and compliance-related services in consultation with appropriate authority.
- Represent the USTC in the HC/JC with the Lawyer engaged

- Defend the service facilities code litigation.
- Support legal and general advisory needs in consultation with the Lawyer

Job Location

Chattogram

Salary

- Negotiable
- Salary negotiable with perks for extraordinary candidates.

Job Source

Bdjobs.com Online Job Posting.

Read Before Apply

Application in plain paper along with a CV, passport size photograph and other relevant documents should reach the Registrar, USTC, Foy's Lake, Chittagong or email to: registrar@ustc.ac.bd within 25.05.2021. Shortlisted candidates will be informed.

***Photograph must be enclosed with the resume.**

Apply Procedure

Send your CV to **registrar@ustc.ac.bd** or to Email your CV from **MY BDJOB**s account.

Application Deadline : **25 May 2021**

Published On

13 May 2021

Company Information

UNIVERSITY OF SCIENCE AND TECHNOLOGY CHITTAGONG(USTC)
