

Institutional Quality Assurance Cell (IQAC)

HEQEP (UGC) Funded Sub-Project (C-018)

ASA University Bangladesh

ASA Tower, 23/3, Bir Uttam Nuruzzaman Sarak, Shyamoli, Mohammadpur, Dhaka-1207

Website: www.asaub.edu.bd, Phone: 8122555 Ext. 315, Fax: 880-2-8114831

Vacancy Announcement

IQAC of ASAUB is established as a part of quality assurance process under "Higher Education Quality Enhancement Project" (HEQEP), funded by the World Bank and implemented by the University Grants Commissions of Bangladesh. IQAC, ASAUB invites application on a completely temporary basis for three years for the positions stated below. The appointment is valid only for the duration of this sub-project (up to December 31, 2018).

SL	Position	Numbers Required	Responsibilities	Qualifications
01	Office Manager	01	<ul style="list-style-type: none"> - managing routine activities of the project - Managing and scheduling training, workshop and seminar - Preparing report and maintaining liaison with the people and organizations involved in the project activities - Maintaining communication with HEQEP & UGC - Any other relevant responsibilities as directed by the Directors of IQAC 	<ul style="list-style-type: none"> - Minimum Master's Degree in any subject from any reputed University. Hard working and ability to work under pressure - Good command of both Bangla and English - Good computer skills including office package and internet browsing - Three years of relevant experience
02	Accountant	01	<ul style="list-style-type: none"> - Maintaining appropriate financial records (registers, books, records, ledgers etc.) - Handling bank accounts and transactions - Maintaining computerized financial records - Preparation of financial statement - Any other relevant responsibilities as directed by the Directors of IQAC 	<ul style="list-style-type: none"> - Minimum Master's Degree in Accounting from any reputed University - Hard working and ability to work under pressure - Knowledge of Government procurement rules - Ability to handle voluminous expenditures and accounting minor details - Good computer skills including office package and internet browsing - 1-2 years of relevant experience will be preferred
03	MLSS/Peon	01	<ul style="list-style-type: none"> - Day to day support services as required for project activities such as messenger service, photocopying, cleaning, assistance to works as required by the authority 	<ul style="list-style-type: none"> - SSC or equivalent - basic knowledge in operating computer, photocopier, printer, projector and other office equipments - Relevant work experience in any institutions/project will be an added qualification

Candidates will be short listed on the basis of their merit and work experience, and they will have to attend a written test, a computer skill test and an interview. The tests will focus on the following areas:

Position	Subject of Test		Marks	Total Marks
Office Manager	Written Test	English	30	100
		Analytical Ability	20	
	Computer Skill Test	Ms Excel	10	
		MS Power point	10	
		Bangla typing in MS word (Bijoy keyboard layout)	10	
	Interview	Job responsibility related affairs	20	
Accountant	Written Test	English	20	100
		Accounting related affairs	30	
	Computer Skill Test	Ms Excel	10	
		MS Power point	10	
		Bangla typing in MS word (Bijoy keyboard layout)	10	
	Interview	Job responsibility related affairs	20	
MLSS/Peon	Computer Skill Test	Basic operation of computer and other office equipments	15	50
		Bangla and English Typing in MS word	15	
	Interview	Job responsibility related affairs	20	

Attractive compensation package will be offered. Interested candidates are requested to send their application with a detailed CV mentioning all academic qualifications and experiences with two recent passport size photographs **by March 2, 2016**, in person, by post or by email to:

Director
Institutional Quality Assurance Cell (IQAC)
ASA University Bangladesh
ASA Tower, 23/3, Bir Uttam A. N. M. Nuruzzaman Sarak
Shyamoli, Mohammadpur, Dhaka-1207
Email: ihossain48@yahoo.com and Cc to mz.asaub@yahoo.com

Test and Joining Dates & Time

Test/Joining	Date	Time	Remark
Written Test	March 5, 2016	11:00 am – 12:00 noon	
Computer Skill Test		12:15 pm – 1:00 pm	
Interview	March 6, 2016	Interview time will be informed later on	Candidates qualifying in the written and computer skill tests will be invited to attend the interview.
Joining Date	March 10, 2016	During office hour	