



# Institutional Quality Assurance Cell (IQAC)

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

## ASA University Bangladesh (ASAUB)

ASA Tower, 23/3, Bir Uttam A.N.M. Nuruzzaman Sarak, Shyamoli, Mohammadpur, Dhaka-1207

Website: www.asaub.edu.bd, Phone: 8122555 Ext. 343, Fax: 880-2-8114831



## Vacancy Announcement

IQAC of ASAUB is established as a sub-project of "Higher Education Quality Enhancement Project" (HEQEP) of the Ministry of Education, Government of Bangladesh, and funded jointly by the Government of Bangladesh, the World Bank and ASA University Bangladesh. IQAC, ASAUB is implementing various quality assurance activities like program self-assessment and capacity building training and workshop at the University under the guidance of Quality Assurance Unit (QAU), the University Grants Commission (UGC) of Bangladesh. IQAC, ASAUB invites application on a completely temporary basis for the positions stated below. The appointment is valid only for the duration of this sub-project (up to December 31, 2018).

| Position       | Number of Vacancy | Salary Grade & Pay Scale<br>(National Pay Scale 2015) | Monthly Salary Details     |                     |
|----------------|-------------------|---|----------------------------|---------------------|
| Office Manager | 01                | Grade: 9<br>Pay Scale: 22,000 – 53,060                | Basic salary               | Tk. 22,000/-        |
|                |                   |   | House rent                 | Tk. 12,100/-        |
|                |                   |   | Medical allowance          | Tk. 1,500//         |
|                |                   |   | <b>Consolidated salary</b> | <b>Tk. 35,600/-</b> |

In addition to the monthly consolidated salary, the Office Manager will receive annually 2 (two) festival bonuses equal to the basic salary, and 1 (one) *noboborsho bhata* equal to 20% of the basic salary.

### Duties and responsibilities:

The office manager will be responsible for:

- managing routine activities of the project
- managing and scheduling training, workshop and seminar
- preparing reports and maintaining liaison with people and organizations involved in the project activities
- maintaining communication with HEQEP & UGC
- any other relevant responsibilities as directed by the Directors of IQAC

### Required qualifications:

- minimum Master's Degree in any subject from any reputed university
- ability to work under pressure and meet deadlines
- strong command of both English and Bangla
- skilled in writing reports and official correspondences
- good computer skills including office package and internet browsing
- candidates with experience in the relevant field and excellent proficiency in written and spoken English will be given preference

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. Based on the score of tests the top ranking candidate will be selected. The selected candidate will have to join as early as possible. The tests will focus on the following areas:

| Area of Test        |  | Marks      |
|---------------------|--|------------|
| Written Test        | English language and professional writing        | 60         |
| Computer Skill Test | MS Word (Bangla typing in Bijoy keyboard layout) | 10         |
|                     | Ms Excel   | 10         |
| Interview           |  | 20         |
| <b>Total</b>        |  | <b>100</b> |

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 February 14, 2018**, 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](mailto:ihossain48@yahoo.com) and Cc to [mz.asaub@yahoo.com](mailto:mz.asaub@yahoo.com)

### **Test Date & Time**

| Date              |                     | Time                | Venue  |
|-------------------|---------------------|---------------------|--|
| February 17, 2018 | Written Test        | 10:30 am – 11:30 am | IQAC Conference Room, 3 <sup>rd</sup> Floor          |
|                   | Computer Skill Test | 11:45 am – 12:15 pm | Computer Lab, 4 <sup>th</sup> Floor                  |
|                   | Interview           | 12:30 pm            | Office of the Vice Chancellor, 1 <sup>st</sup> floor |

**Director**  
Institutional Quality Assurance Cell (IQAC)  
ASA University Bangladesh (ASAUB)