



VACANCY NOTICE

June 26, 2016

Board of Accreditation for Engineering and Technical Education, Bangladesh
IEB New Building, 1st Floor, Ramna, Dhaka 1000, Bangladesh, www.baetebangladesh.org

Applications are invited from Bangladeshi Nationals for appointment of the following posts of Board of Accreditation for Engineering and Technical Education, Bangladesh on permanent full time basis:

Name of the Post	Requirements	Job responsibility / description
Registrar Consolidated salary (per month): Tk. 45,000–65,000/–	B.Sc. in Engineering or Master's Degree preferably in business. Working experience with teaching–learning/ pedagogical process is preferable. Communication skills in written, spoken and electronic communication. Age: Between 30–50 years	Preparing working papers and minutes of all meetings, serving the meeting notice, maintaining documents, making contact with board members, members of committees, visiting teams and other stakeholders to expedite their works. Organizing trainings, workshops and seminars. Maintaining accounts.
Executive Assistant Consolidated salary (per month): Tk. 30,000–45,000/–	B.A. (MA) minimum 2nd Class with a total experience of 7(2) years including 5(1) years' experience in office management & secretarial work. Age: Between 26–40 years	Maintaining the Office and records. To assist the Registrar in his duties.

Application with CV, copies of certificates, transcripts, experience certificate(s) and one copy of recent passport–size photograph should be submitted to the Member Secretary, BAETE through email address membersecretary@baetebangladesh.org by 3 weeks on publication of this advertisement. Only short–listed candidates will be contacted for interview.