



# Independent University, Bangladesh (IUB)

## VACANCY ANNOUNCEMENT

for

### **DIRECTOR, Career Guidance & Placement**

<b>Post Title</b>	Director, Career Guidance & Placement (CG&P)	<b>Closing date for Application</b>	<b>February 4, 2021</b>
<b>Minimum Qualification</b>	<ul style="list-style-type: none"><li>• Master's degree with honors / MBA from any reputed University with good educational results. A Ph.D degree from a renowned University is an added advantage.</li><li>• Overseas degree will be an added advantage.</li></ul>		
<b>Preferred Candidate</b>	<ul style="list-style-type: none"><li>• University experience relating to student service.</li><li>• Should have good professional connections with potential employers/organizations.</li><li>• Excellent interpersonal skills in working with students, faculty members and management staff.</li><li>• Strong organizational and multi-tasking skills.</li><li>• Computer literacy.</li><li>• Team Player.</li></ul>		
<b>Minimum Experience</b>	<ul style="list-style-type: none"><li>• At least 15 years working experience in administrative positions at least 5 years in senior management levels.</li><li>• Working in any reputed University for 3-4 years in student related department (s) is an added advantage.</li><li>• Experience in promoting students for placement through various programs is favorable.</li><li>• Age maximum 55 years</li></ul>		
<b>Compensation Package</b>	<ul style="list-style-type: none"><li>• IUB offers attractive and competitive compensation package.</li></ul>		

Please clearly mention the position you are applying for as the "Subject" in the email  
The **Application Form** to be downloaded from website <http://www.iub.edu.bd/jobs> and  
kindly email it to [hrdept@iub.edu.bd](mailto:hrdept@iub.edu.bd) by **February 4, 2021**  
Only online **Application Forms** will be acceptable