



Independent University, Bangladesh (IUB)

Vacancy Announcement for Assistant Director, Estate

Post Title	Assistant Director, Estate
Minimum Qualification:	<ul style="list-style-type: none">a) Bachelor & Master's Degree in Law from any reputed recognized university.b) Age limit is 35 – 45 years.c) Excellent writing and oral communication skillsd) No third class in any examination will be eligible.
Preferred Candidate & Responsibilities:	<ul style="list-style-type: none">a) Assist the office of the Facilities & Protocol in routine management issues related to Estate & Land related issues of IUB.b) Assist the management to deal with issues related land management, estate and other related legal affairs of the University.c) Organize payment of land taxes and perform land related works, litigations and legal issues related land etc.d) Able to work effectively in a team under strict deadlines with efficiency & effectiveness
Experience:	At least 5 years experience in issues related Legal Affairs, Estate and Land Management in the University or similar position in a reputed organization.
Compensation:	IUB offers attractive and competitive compensation package.
<p>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 by February 4, 2021 Only online Application Forms will be acceptable</p>	