INDEPENDENT UNIVERSITY,
BANGLADESH (IUB)

VACANCY ANNOUNCEMENT
Director, Career Guidance & Placement

Independent University, Bangladesh (IUB) best known for its academic excellence, intellectual freedom, cultural diversity and pluralism, invites applications from suitable candidates for the position of Director, Career Guidance & Placement at IUB.

The suitable candidate must match the following:

- Master's degree with honors in Social Sciences/ MBA from any reputed University with good academic results, candidates having Ph.D. degree will get preference;
- At least 15 years experience of working in any senior administrative position at any reputed organization, of which at least 5 years at any reputed University, administering and overseeing the responsibility of career counseling, academic and developmental support activities of the students, arranging internship programs, job fairs and the like, and building, organizing and promoting alumni networks and relationships;
- Extensive personal and professional connections with potential employers, corporate heads, employment service providers, recruitment consultants and the like;
- Excellent interpersonal skills in working/dealing with students, faculty members and management staff and (should have) capability of working as a team member;
- Strong organizational and multi-tasking skills;
- Excellent communication skills in writing reports in English with oratorical skills for making professional presentations frequently;
- Computer competence in Microsoft word, Excel and Power Point and the like
- Age between 45 and 50 years. It may however, be relaxed in an appropriate case
- No 3rd Class/Division in the academic career.

Independent University, Bangladesh (IUB) is an equal opportunity employer and it offers attractive remuneration package to the deserving candidates.

Please download the Application Form (for non-teaching positions) from IUB’s website at [http://www.iub.edu.bd/jobs](http://www.iub.edu.bd/jobs), fill it in and e-mail it to hrdept@iub.edu.bd by September 14, 2016.

Only online application forms will be acceptable.