INDEPENDENT UNIVERSITY, BANGLADESH (IUB)

VACANCY ANNOUNCEMENT
For HR Personnel

Independent University, Bangladesh (IUB), best known for its academic excellence, healthy working environment, intellectual freedom, cultural diversity and pluralism, invites applications from suitable candidates for the following positions in the HR Department:

Deputy Director:

- MBA with major in HRM or Master’s in Social Science/Public Administration/Law/Management from any reputed university.
- At least 10 years experience of working as a HR professional in any renowned university/organization of which 5 years must be in a managerial or supervisory position.
- Excellent communication skills & fluency in English and Bangla.
- Experience in working with HRIS is an added qualification.
- Legal practitioner with HRM experience are encouraged to apply.
- Age limit: Between 40 and 45 years at the time of joining IUB.
- No 3rd Class/Division in academic career.

The Deputy Director shall assist in planning, coordinating and implementing HR policies and decisions on matters of HR planning, procurement, integration, training & development, maintenance, compensation and separation of human resources at the University. The candidate must have leadership quality and skills of hard and soft HRM practices.

HR Officer:

- Master’s in any discipline or MBA (preferably in HRM) with good academic background.
- Experience of working in HR Department for 2-3 years in any reputed organization.
- Post Graduate Diploma in HRM and knowledge of HRM software may be added qualifications.
- Good command of English and computer literacy are essential.
- Age limit: Between 25 and 35 years at the time of joining IUB.
- No 3rd Class/Division in 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, fill it in and e-mail it to hrdept@iub.edu.bd by September 14, 2016.

Only online application forms will be acceptable.