German University Bangladesh (GUB) is searching for qualified Professionals:

**Deputy Registrar**

**Job Description / Responsibility**
- All Protocol affairs.
- Exam related matters.
- Responsible for each administrative term (Semester) Maintenance.
- Responsible for collecting, recording, maintain and reporting of student records.
- Making correspondence with other officers.
- Liaison with other concern officers as and when assigned by the Chairman, VC and Proctor and other senior officers.
- Provide backup of records and registration services, including registration students, issuing transcript, answering phone, scanning, reporting grades and working special Events.

**Job Nature:** Full-time.

**Eligibility:**
Masters in any discipline. Minimum 10 years work experience in similar position. Applicants must have good academic records in all examinations.

**Salary:** Negotiable.

**IT Officer**

**Job Description/Responsibility**
- Computer networking (Specially TCP / IP) and network troubleshooting.
- Providing support for hardware and networking at the central & branch offices.
- To develop and maintain all layers of modern web applications. I.e. web design update and maintain regular basis.
- Installation, Maintenance, Trouble Shooting of File Server, Network, Sharing, Hardware, Software.
- Maintenance and management of ERP, CCTV, IP Camera, CCTV, Video Conferencing Equipment, Finger, and Attendances & Access control Device and other IT equipment.
- Conduct user training for software and application as required.

**Job Nature:** Full-time

**Experience Requirements:** At least 5 year(s)

**The applicants should have experience in the following area(s):**
- Network Engineer/Network Administrator, Web Developer/Web Designer, Graphic Designer
- Additional Job Requirements:
- Only males are allowed to apply.
- Good working knowledge in Photoshop and Illustrator is must and able to design independently
- Must be creative and self motivated.
- Well knowledge on website issues.
- Good professional skill on graphic designing.
Candidates who are not capable to design in Photoshop and illustrator are need not to apply.

**Eligibility:** Bsc (Hon’s) in Computer Science & Engineering. Minimum 2 years work experience in similar position.

**Salary:** Negotiable.

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## Secretary(Female)

### Job Description / Responsibility

- Provide full secretarial assistance to the Vice Chancellor (VC) including drafting of all types of correspondence, letters and managing appointments.
- Maintain strict confidentiality on all matters relating to Business Operation including all other internal matters as directed from the VC.
- Liaise with Department Heads and Associates in relation to necessary follow-up on queries, deadlines, requests and specials functions as initiated by the VC.
- Coordinate VC’s Travel plan, Visa confirmation, and Ticket arrangement for the VC.
- Maintain an efficient filling and Trace system.
- Represent the VC’s Official guest functions as required.
- Comply with all organizational Standards and Procedures.
- Pro-actively manage & coordinate all secretarial functions.

**Job Nature:** Full-time.

**Eligibility:**

Masters in any discipline. Minimum 2 years work experience in similar position. Secretarial course will be an added advantage. Good Score in IELTS is Preferable. Fluency in English is essential.

**Salary:** Negotiable.

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## Laboratory Technician

### Educational Requirements:

Minimum Hsc Pass (Science background).

### Experience Requirements:

5 year(s)

### Additional Job Requirements:

5 years work experience in renowned University/College

### Salary Range:

Negotiable

**Other Benefits:** Attractive compensation package benefit will be offered for the deserving candidates.

**For all Position job location will be Gazipur.**

Apply with full CV & a signed cover letter, attested photocopies of all academic records and 2 (two) copies of recent passport size photographs within **07th October, 2014**; to the Chairman, Faculty Search Committee, Novo Tower, 270 Tejgaon I/A, DhakA-1208 or Email hrd@gub.edu.bd .

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**Assistant Registrar**