



University Of Asia Pacific

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**Assistant Director (HR)**

**Application Deadline** 17 January 2018

**Experience Required** 3 Years



# University of Asia Pacific UAP

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## VACANCY ANNOUNCEMENT

Applications are invited for the following Administrative positions-

### **Assistant Director, H.R:**

Must have an MBA/ Master's degree with major in HR, having good command over English language and computer proficiency in Word processing, Spreadsheet analysis and Database management. The incumbent is expected to efficiently handle multiple responsibilities to ensure that systems and processes meet service expectations and strategic goals for HR and related activities. At least 5 (Five) years experience, of which 3 years in a similar position in University.

### **Assistant Administrative Officer:**

Must have Master's degree with at least 3 (three) years relevant experience and have good command over English language and computer proficiency in Word processing (English and Bangla) and Database management.

### **CCTV Camera Operator:**

Must have Diploma in CSE/ EEE/ Telecommunication/ Equivalent with at least 2 (two) years practical experience in CCTV operation and have good command over English language and computer proficiency. Familiarity with PABX operating system is essential.

### **Cleaner:**

Must have JSC/ Class Eight pass certificate with at least 5 (five) years practical experience in reputed University/ Hospital/ Shopping Mall. Familiarity with modern cleaning equipment is essential.

Applications along with C.V. (**format available at UAP website [www.uap-bd.edu](http://www.uap-bd.edu)**), 2 copies of passport-sized photograph, copies of relevant certificates and mark sheets/transcripts should reach the Office of the undersigned (*either by e-mail to [jobs@uap-bd.edu](mailto:jobs@uap-bd.edu) or by post*) by **17th January 2018**. Only shortlisted candidates will be called for interview.

**Registrar**

**Job Source** The Daily Star

**University Of Asia Pacific**

Education/Training

74/A Green Road,Dhaka-1215.

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