

VACANCY



NORTH SOUTH UNIVERSITY

Center of Excellence in Higher Education

Secretary, Board of Trustees

The Board of Trustees (BOT) of North South University (NSU) is looking for a competent Secretary to the Board of Trustees of the NSU Trust.

The Secretary of the Board of Trustees shall be the custodian and caretaker of the Board Office. S/he shall assist the Chairman in fixing the agenda items, preparing the working papers, drafting the minutes and communicating the decisions of the meetings to all concerned. S/he shall ensure keeping and recording all papers and documents etc. properly and safely. S/he shall receive all notices, documents and other correspondences and shall sign all correspondences on behalf of the Trust and shall exercise such powers and authorities as may be conferred on him or her by the Chairman of the Board of Trustees. S/he shall interact, maintain and keep liaison internally with all concerned authorities of the University and externally with the Offices of the Honorable Chancellor, the Honorable Prime Minister, Ministry of Education (MOE), the University Grants Commission (UGC), the Registrar of Joint Stock Companies and Firms and the Office of the Sub-Registrar and all other concerned authorities as and when needed.

The Secretary will be responsible for preparing annual report of the AGM, speeches and messages of various programs, statements for the Chairman, and prepare inter office memos, letters including performing administrative and other secretarial works as assigned by the Chairman, BOT.

Qualification and Experience:

MBA with secretarial course and minimum 10 years of experience as a company secretary in corporate sector/multinational company/bank or similar organizations. Familiarity with various relevant Laws and Acts, including the Private University Act, Society Registration Act, Trust Act, etc. are most essential.

Age Limit: 45 years+

Monthly Salary:

Attractive salary & benefits will be offered to the deserving candidate.

Other Benefits:

Provident fund, gratuity, two festival bonuses, group insurance, in-house free medical consultation, etc.

Only short-listed candidates will be called for interview

The BOT reserves the right to relax the requisite qualifications in case of an exceptionally suitable candidate. Expression of interest from qualified candidates, with a complete hard copy of resume and all relevant documents, should reach the following address by **5 March 2017**.

The Chairman

Board of Trustees

North South University

Bashundhara, Dhaka-1229

E-mail: chairman@northsouth.edu

Web: www.northsouth.edu