**VACANCY**

**NORTH SOUTH UNIVERSITY**
The first private university in Bangladesh

North South University (NSU), the first private university in Bangladesh which provides higher education through curricula at par with North American standards, seeks applications for the position of **Assistant to the Vice Chancellor for Administrative Affairs**. The university is run by the Private University Act 2010 of the peoples’ Republic of Bangladesh and works closely under the supervision of the Ministry of Education and the University Grants Commission, providing an international standard of education.

**Assistant to the Vice Chancellor for Administrative Affairs: 1 Position**

**Academic Qualifications:** Master’s degree preferably in English from a reputable university, outstanding writing skill in English, superior computer proficiency in MS Office Applications.

**Age limit:** Not more than 35 years.

**Job Experience:** Minimum 2-3 years in relevant work

**Job Description:** Edit and proofread documents and correspondence; draft speeches, messages, office orders, internal and external correspondence and letters/memos for Vice Chancellor; write and edit minutes of the meetings; focus on compliance of private university act; write reports to NSU Trustee Board, UGC, Education Ministry and elsewhere; follow up of decisions of Board of Trustees, Syndicate and Academic Council; perform other duties, assigned by the Vice Chancellor.

*Experience and qualification can be relaxed for exceptional candidates*

**Monthly Salary:** Attractive salary packages & benefits will be offered to the deserving candidate.

**Other Benefits:** Provident Fund, Gratuity, Festival Bonuses, Group Insurance, free in-house Medical Consultation etc.

*Only short-listed candidates will be called for interview*

Candidates may apply with complete CV with a list of three referees, two recent photographs, copies of transcripts and a writing sample (if available) by **15 December, 2013**, in hard copy to:

**PS to The Vice Chancellor**
NORTH SOUTH UNIVERSITY
Bashundhara, Baridhara, Dhaka – 1229
Tel. 8852000 Ext. 1056