

Recruitment Notice



Bangladesh Research and Education Network (BdREN) Trust is a non-profit organization engaged in operating and maintaining the only National Research and Education Network (NREN) in Bangladesh. The principal objective of BdREN is to facilitate Internet and Data Connectivity as well as to provide Computerized Applications and Services support to the Higher Educational Institutions and Research Community of Bangladesh. It is working in close collaboration with University Grants Commission (UGC) of Bangladesh. An independent eleven-member Board of Trustees are sitting at the helm of the organization which is chaired by the honorable Chairman of UGC. Details of BdREN is available at <https://www.bdren.net.bd>. Currently it is seeking applications, to fill in the following vacancies, from young, energetic, dynamic and prospective candidates who fulfil the eligibility criteria as mentioned below:

1. Position: Assistant Manager (Finance and Accounts) [Level-5] Vacancy: 01

Education Qualification: BBA & MBA or equivalent degree in Finance or Accounting (all foreign degrees must have equivalence certificate). Chartered Accountancy Course Completion (CA.CC) or CMA partly qualified is preferable.

Age Limit: 30 Years. (Age limit may be relaxed in case of experienced candidate).

Salary: Monthly consolidated salary of BDT 45,000/- (Forty-five thousand) only which will be 55,800/- (Fifty-five thousand eight hundred) after successful completion of one-year probation period.

Other benefits:

- Two festival bonuses
- Baisakhi allowance
- Conveyance allowance
- Gratuity
- Welfare fund
- Earned leave encashment
- Group insurance facility

Terms of Reference:

a. Deliverables:

- Presentations/Reports/Letters or any other activities as assigned by Senior Officials from time to time
- Service delivery as per functional responsibilities

b. Functional Responsibilities:

- Assisting in preparing annual revenue and capital budgets of the BdREN.
- Assisting the Supervisors\ in reviewing various expenditures
- Preparation of Financial Statements of BdREN.
- Managing the Finance functions within BdREN.
- Preparation of quarterly/semiannual returns for BdREN management.

- Managing BdREN's fixed asset register and to reclassify BdREN assets as and when required.
- Assisting in the preparation of yearly revenue/expenditure projections including associated cash flows.
- Managing BdREN's payroll function, including management of Gratuity, CPF and WF
- Managing BdREN's Purchase, Project Accounts and Ledgers.
- Assessing financial implications of new projects and changes in policy including carrying out financial viability exercises in new capital schemes.
- Assisting the Senior Officials and Management of all other financial activities.
- Assisting the Senior Officials with both the internal and external audit processes.
- Operating an effective performance management system which recognizes individual and team performance within the Finance & Accounts Department.
- Assisting with the development, implementation and maintenance of financial policies and procedures, to ensure that they are updated in line with the BdREN policies.
- Participating as a member of BdREN Team in corporate activities including discipline, grievance and complaint investigations; and continuous improvement initiatives.
- Representing the Finance Department on ad-hoc project teams and at inter-departmental liaison meetings.
- Ensuring that robust and secure finance systems are in operation in BdREN.
- Carrying out other financial and administrative duties including compilation of returns, invoice authorization, on-line banking etc.
- Carrying out any other responsibilities which are to be given by the supervisors in the interest of BdREN.

c. Code of Conduct:

- Compliance to Service Rules
- Compliance to all Office Orders issued from time to time.
- Compliance to all Policies already drafted or to be drafted

d. Working Hours:

- From 9am-5pm: 5 days a week
- 7 x 24 availability on emergency
- Changeable through office order

e. Additional Requirement:

- **Travel:** Willing to travel throughout the country.
- **Mobile:** Should be available 7 x 24 over voice and SMS
- **Internet:** Should be available 7 x 24 over email/WhatsApp

N.B.: Minimum commitment of 2 (two) years of service in BdREN is required.

2. Position: Technician (Optical Fiber) [Level-7] Vacancy: 01

Education Qualifications: Diploma in relevant subject from any approved educational institute.

- ❖ At least 3 years of experience in operation & maintenance of optical fiber networks.
- ❖ Ability to operate test equipment, hand & power tools such as OTDR, splicing machine, optical power meter, GPS meter, Crimping / Cutting Tool etc.
- ❖ Knowledge about HDD Technology and experience in finding faults in underground optical fiber cables and restoration of that fault.

Age Limit: 30 Years. (Age limit may be relaxed in case of the experienced candidate).

Salary: Monthly consolidated salary of BDT 25,000/- (Twenty-five thousand) only which will be 31,000/- (Thirty-one thousand) only after successful completion of one-year probation period.

Other benefits:

- Two festival bonuses
- Baisakhi allowance
- Conveyance allowance
- Gratuity
- Welfare fund
- Earned leave encashment
- Group insurance facility

a. Functional Responsibilities:

- Respond to requests for technical assistance in person, via phone or electronically
- Operate test equipment, hand & power tools such as OTDR, splicing machine, optical power meter, GPS meter, OFC Crimping / Cutting Tool etc.
- Operate UTP Cable Tester, UTP Crimping and Cutting Tool.
- Conversant about HDD Technology and finding faults in underground optical fiber cables and restoration of those faults.
- Coordinate and schedule work with vendors / Service Providers.
- Maintain strict compliance of SOP
- Carries out any other responsibilities which are to be given by the superiors in the interest of the BdREN.

b. Code of Conduct:

- Compliance to Service Rules
- Compliance to all Office Orders issued from time to time provided.
- Compliance to all Policies already drafted or to be drafted.

c. Working Hours:

- From 9am-5pm: 5 days a week
- 7 x 24 availability on emergency
- Changeable through office order.

d. Additional Requirement:

- **Travel:** Willing to travel throughout the country for maintenance of Optical Fiber Network.
- **Mobile:** Should be available 7 x 24 over voice and SMS
- **Internet:** Should be available 7 x 24 over email/WhatsApp

N.B.: Minimum commitment of 2 (two) years of service in BdREN is required.

Instruction to Applicants:

- Please click <https://erecruitment.bdren.net.bd>
- Press “Apply now” button for the post you want to apply.
- Fill the Application form with valid information for all required fields, photograph and signature.
- Upon submission of the form, you will receive an email. Following the payment instruction, pay your application fee BDT. 1000 (One Thousand) for position 1 and BDT. 500 (Five Hundred) for position 2 (in case you miss the email, please contact us at erecruitment@bdren.net.bd).
- After the payment you will receive a TxnId from Rocket. To complete the application, provide that transaction id on your payment instruction page.
- Upon submission of your TxnId, you will receive a confirmation SMS of your application within 24 hours.
- **Last date of Application: August 27, 2022.**

Payment Instruction:

- Payment Instruction (From Rocket): Dial *322# from Mobile and follow the below instruction:
 1. Choose option 1 for Bill Pay
 2. Choose option 1 for Self or 2 for Other
 3. If you select option 2 on last screen: You will be on screen 3- Enter Payer’s Mobile No: ***** / If you select option 1 on last screen: You will be on screen 4
 4. Choose option 0 for Other
 5. Enter Biller ID: 2822
 6. Enter Bill Number: *****
 7. Enter Amount: 1,000.00 (One Thousand Taka) for Level-5 and 500 (Five Hundred) for Level-7.
 8. Enter Pin Number: ****

Screen 1:

1. Bills Pay
2. Send Money
3. Top Up/Telco Service
4. Bank A/C
5. My Acc
6. Remittance
7. Cash Out
8. Marchant Pay
9. Toll Card
0. Logout

Select 1 for Bills pay.

Screen 2:

1. Self
2. Other

Select 1 for Own Payment
Select 2 for Payment of Someone else.

Screen 3:

Enter Mobile Number:

Enter Mobile Number if you select option 2 on last screen.

Screen 4:

1. DESCO
2. BTCL
3. DPDC
4. Dhaka WASA
5. Palli Bidyut
0. Other

Select "0" for (BdREN Trust)

Screen 5:

Enter Biller ID

2822

(BdREN Trust)
4 Digit Biller ID Issued By Rocket.

Successful Sms:

Tk.***.** paid to (BdREN Trust)
" ID: ****, Bill No: *****
Txn ID: *****
Date: 12-Feb 20 02:22:21 pm.

SMS from 16216 for Successful Payment.
Request to keep SMS for future reference.

Screen 9:

Enter Pin Number

Enter your 4 digit Pin number to confirm

Screen 8:

Enter Amount

Enter Amount fixed by (BdREN Trust)

Screen 6:

Enter Bill Number

Type Bill No (BdREN Trust)