

Recruitment Notice

Position: Chief Executive Officer (CEO), BdREN [Level-1]

1. Position Overview

Position & Level: Chief Executive Officer (CEO), Level-1

Contract Term: Initial period of 4 years (contractual appointment), as per the BdREN Trust Deed. The term may be extended further, subject to the incumbent's performance during the tenure being to the satisfaction of the Board of Trustees.

Primary Reporting Authority: Board of Trustees, BdREN Trust

Staff Directly Reporting to the CEO:

- Chief Technical Officer (CTO)
- Chief Finance Officer (CFO)
- Chief Marketing Officer (CMO)
- Chief People Officer/General Manager (HR & Admin)

2. Eligibility Criteria (Mandatory — Pass/Fail Gates)

A candidate must satisfy all of the following to be considered eligible for shortlisting. These are minimum gating requirements, not ranking criteria.

Criterion	Minimum Requirement (Pass/Fail Gate)
Educational Qualification	– Bachelor's degree in Engineering / or M.Sc. in Applied Physics & Electronics, from a reputed university in Bangladesh or abroad (foreign degrees require an equivalence certificate); – MBA (major in Finance / Accounting / Human Resource Management) will be considered a preferred additional qualification.
Minimum Relevant Experience	– At least 20 years of professional experience, of which a minimum of 12 years must be in leadership / managerial roles (Head of Department, Director, or equivalent). Of the required experience, at least 8 years must be specifically within Telecommunications, Data Communication / IP & Transmission Networks, ICT infrastructure, or a Research & Education Network (REN) environment.
Age Limit	– Maximum 55 years as of the application closing date, so that the incumbent completes the initial 4-year contractual term (per the Trust Deed) within the age boundary set by the BdREN Service Rule. Any subsequent extension will be assessed by the Board of Trustees on its own merits, including age. – The age limit may be relaxed by the Board of Trustees for an exceptionally qualified and experienced candidate.
Integrity & Conflict of Interest	– No unresolved conflict of interest with BdREN, its vendors, member institutions, or funding partners at the time of application. – Police verification will be conducted as per standard BdREN practice applicable to all appointees; this may be completed prior to or after appointment. If the verification report is adverse, the contract shall stand cancelled.
Employment Status & Exclusivity	– Government Officials or any other candidate keeping his/her affiliation to any other organization (including through deputation, lien, or leave) shall not be eligible to apply. This is a full-time position requiring the incumbent's undivided engagement. – The incumbent shall not hold any other paid position, business interest, or concurrent employment during the tenure, and must devote full time and exclusive dedication to BdREN.

3. Evaluation Criteria (Weighted Scoring)

Applied to all eligible candidates for shortlisting and interview ranking. A minimum aggregate score of 70% is recommended before a candidate is put forward for final recommendation to the Board.

Evaluation Criterion	Basis of Assessment	To be filled by the applicant
Relevant Sector Experience & Track Record (Telecom / ICT / REN leadership)	CV review, employment record, referee verification	
Strategic & Financial Management Acumen (budgeting, revenue generation, sustainability planning)	Interview, past achievements, presentation/case study	
Stakeholder & International Engagement (negotiation, partnership building, Board/government liaison)	Interview, past record of external engagement	
Academic / Professional Qualification	Certificates / equivalence documentation	
Total		

4. Selection Process

1. Open Advertisement
2. Screening against Eligibility Criteria (pass/fail)
3. Scoring of shortlisted CVs against the weighted Evaluation Rubric
4. Written case study / presentation on BdREN's strategic priorities
5. Panel interview conducted by the Board of Trustees / Selection Committee
6. Reference and background verification
7. Final recommendation and approval by the Board of Trustees

5. Job Description

5.1 Deliverables

- Standard Operating Procedure (SOP) for the staff directly reporting the incumbent
- Annual Activity and Resource Plan for the incumbent and the staff directly reporting the incumbent
- Monthly / Quarterly / Annual Activity Report
- Presentations / Reports / Letters or any other activities as assigned by the Board of Trustees from time to time
- Annual appraisal of the staff directly reporting the incumbent
- Service delivery as per functional responsibilities
- BdREN Annual Report, Annual Activity Plan with Budget
- BdREN Annual Event Plan

5.2 Functional Responsibilities

- Take strategic decisions to achieve the overall objectives of BdREN
- Establish and operationalize necessary technical, operational and fiduciary compliances
- Lead functional communication programs with BdREN stakeholders as and when needed
- Review the organizational structure and performance to identify deficiencies, gaps and reset goals
- Maintain organizational transparency to stakeholders (via web page, regular communication, print and electronic media)
- Ensure sustainability of the system/network
- Produce periodic reports on operations and management aspects and share with key stakeholders
- Maintain/establish co-operation protocols with international RENs and internet commodity providers
- Report important issues to the Board of Trustees
- Provide technical support and assistance to the project heads in implementation of the projects that will run in parallel where BdREN has its stake
- Prepare “Annual event plan” and organise the events as planned
- Prepare the “Annual Business Plan” and “Annual Budget”
- Prepare “Annual Report” for BdREN
- Frame/review BdREN Strategic Plan as and when needed
- Engage in overall Project Management activities

- Coordinate, supervise and monitor BdREN policy implementation
- Perform other relevant duties as may be assigned by the authority
- Perform secretarial responsibilities of Board of Trustee

5.3 Code of Conduct

- Compliance with Contract Clauses
- Compliance with Service Rules
- Compliance with all Office Orders issued from time to time, provided they are not in direct conflict with the contract
- Compliance with all Policies already drafted or to be drafted

5.4 Working Hours

- Usual office hours from 9:00 am to 5:00 pm, 5 days a week
- 7 x 24 availability during emergencies
- Changeable through office order

5.5 Additional Requirements

- Travel: Willing to travel throughout the country for BdREN operations and maintenance, and overseas seminars and workshops
- Mobile: Should be available 7 x 24 over voice and SMS
- Internet: Should be available 7 x 24 over email

Instruction to Applicants:

- Please click <https://erecruitment.bdren.net.bd>.
- Press the “Apply now” button for the post you want to apply.
- Fill out the Application form with valid information for all required fields, photographs and signatures.
- Upon submission of the form, you will receive an email. Following the payment instruction, pay your application fee (in case you miss the email, please contact us at erecruitment@bdren.net.bd).
 - Application Fee: BDT 1,000.00 (One Thousand) Only
- 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.

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 the last screen: You will be on screen 3- Enter Payer’s Mobile No: ***** /
If you select option 1 on the last screen: You will be on screen 4
 4. Choose option 9 for Other
 5. Choose 0 for more
 6. Enter Biller ID: 2822
 7. Enter Bill Number: *****
 8. Enter Amount:
 9. Enter Pin Number: ****
- Please submit the transaction Id in BdREN recruitment portal using the application link.

Last date of Online Application: 31 August 2026
For further contact: 09666-110239