

Bangladesh Research and Education Network (BdREN) Trust**Recruitment Notice****Background:**

BdREN is the sole National Research and Education Network (NREN) of Bangladesh, connecting institutes for science, research and higher education. Through TEIN we are connected to other NRENs in Asia and the rest of the world, collectively referred to as the Global Research and Education Network (GREN). 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 the 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. Currently, it is seeking applications, to fill in the following vacancy, from young, energetic, dynamic and prospective candidates who fulfill the eligibility criteria as mentioned below:

Job Title: Officer (Admin & Logistics) (Level- 6) Vacancy: 01

Education Qualification: A bachelor degree in Business Administration/ Public Administration (4- year degree) from any reputed university in Bangladesh.

Age Limit: Maximum 30 years (on the last date of submission of Application) having Bangladeshi nationality

Salary & Benefits:

- Monthly consolidated remuneration of BDT 30,000/- (Thirty Thousand) only which will be 37,200/- (Thirty-seven Thousand two Hundred) after the successful completion of the one-year probation period.
- Two festival bonuses (each equal to monthly basic salary)
- Baishakhi Allowance (20% of the monthly basic salary)
- Contributory Provident Fund, Gratuity, Welfare Fund, Earned Leave, Foreign Tour and trainings, and Group Insurance.
- TA and DA as per BdREN rules

Required Qualification and Experience:

- Ability to set goals for departments and individual managers.
- Knowledge in planning and managing logistics, warehouse and transportation
- Capability in assisting in coordinating administrative and technical programs like organizing meetings, seminars, workshops and other similar programs
- Knowledge about organization policies, rules and regulations.
- Knowledge about procurement and logistics management.

Functional Responsibilities:

- Work collaboratively with the Assistant Manager (HR & Admin) to deliver comprehensive administrative and logistical support.
- Execute day-to-day administrative tasks efficiently.
- Provide essential assistance in official employee recruitment, procurement processes, system installation, operation, and maintenance.
- Coordinate and train junior staff (Level-8) to enhance service delivery effectiveness.
- Aid in organizing administrative and technical programs, such as meetings, seminars, workshops, and related events.
- Procure necessary stationery and other essentials based on organizational needs.
- Maintain meticulous records of procured stationery/goods and their disbursements.

- Oversee the maintenance and repair of washrooms, office equipment, and fittings.
- Regularly inspect and maintain office equipment like photocopiers, printers, fire safety apparatus, and furniture.
- Manage the repair, maintenance, and yearly renewal of vehicle-related documents like tax tokens, fitness certificates, insurance, and other legal requirements.
- Assist staff in navigating insurance coverage and receiving entitled benefits.
- Maintain and update asset, leave, and procurement registers, providing periodic reports to the appropriate authority.
- Prepare agendas, minutes, and relevant documentation for meetings and official purposes.
- Support key BdREN personnel in delivering exceptional services.
- Be available throughout the workday to address emergencies promptly.
- Collaborate with project officials to successfully implement BdREN activities.
- Undertake any additional responsibilities as directed by superiors to further the interests of BdREN.

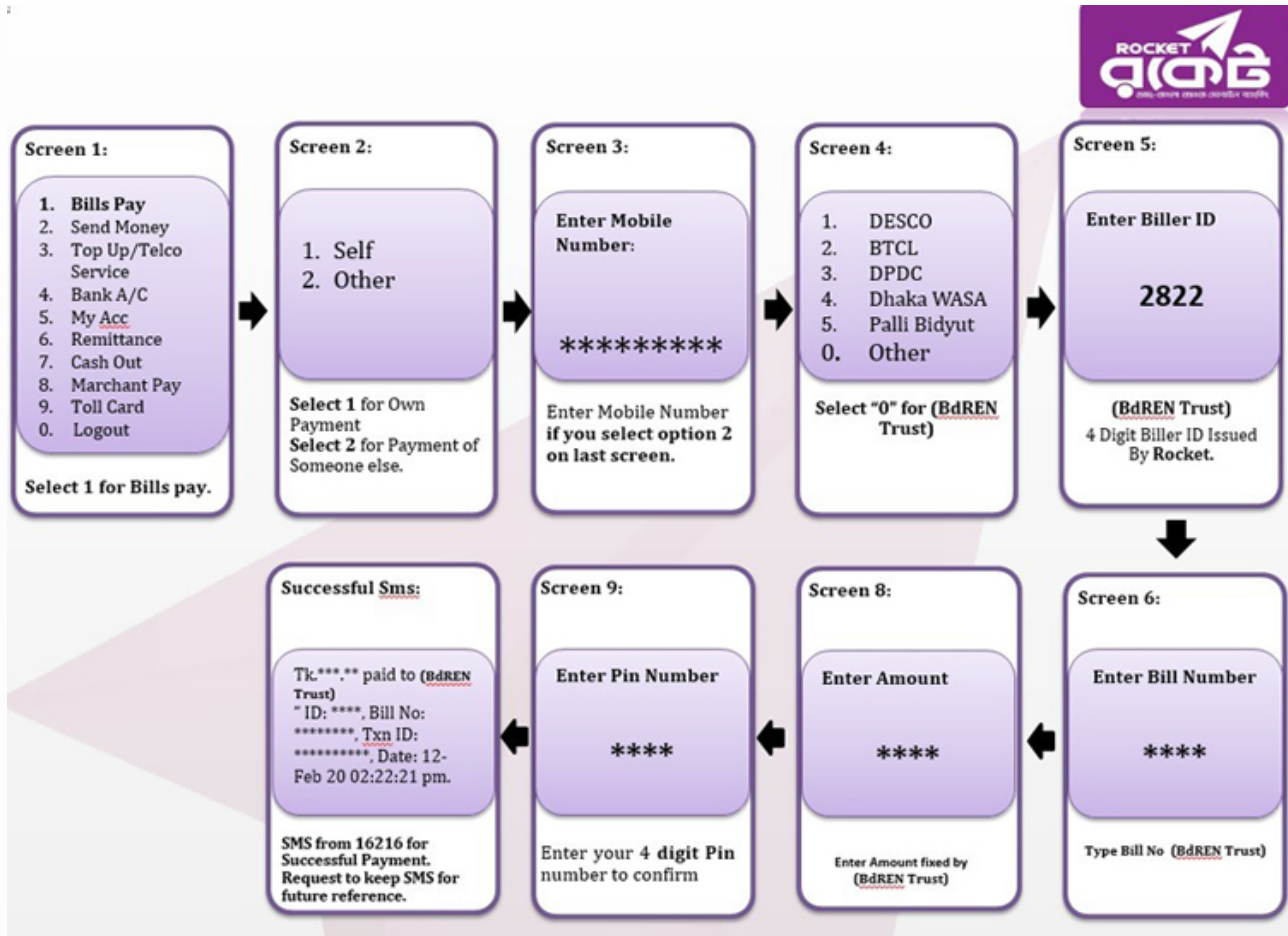
Instruction to Applicants:

- 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).
- 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 Othe
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 0 for Other
5. Enter Biller ID: 2822
6. Enter Bill Number: *****
7. Enter Amount: BDT 300.00 (Three Hundred)
8. Enter Pin Number: ***



Last date of Online Application: 31 January 2024

For further contact: 09612-110071