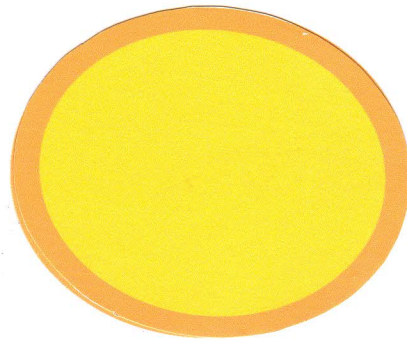


Recruitment

Policies & Procedure



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FOR PUBLIC HEALTH**

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RECRUITMENT POLICIES & PROCEDURES
OF
NGO FORUM FOR PUBLIC HEALTH

**RECRUITMENT POLICIES & PROCEDURES
FOR
NGO FORUM FOR PUBLIC HEALTH**

1. Introduction

NGO Forum for Public Health (hereinafter referred to as NGO Forum) has been employing its staff members both for programmes and administration. The second chapter of the Human Resource Policies and Procedures of NGO Forum spelled out the systems of recruitment, the Recruitment Policy of NGO Forum will fulfill the overall purposes for recruitment considering competent persons with appropriate qualification, integrity and personality enabling to achieve the short term and long term organizational goals.

The Human Resources Policies and Procedures for the employees of NGO Forum served as the primary input towards preparing the recruitment policy and procedures. In addition, various recruitment rules & policies for different types of employees adopted by different public, private and non-government organizations working in different sector have been reviewed.

2. OBJECTIVES

The NGO Forum's Recruitment Policies & Procedures is designed:

- 2.1 To create transparent, timely & cost effective, equitable and free from conflict of interest.
- 2.2 To recruit and select competent people who will contribute to the achievement of the NGO Forum's strategic and operational requirements.
- 2.3 To attract talented and motivated people who will contribute to NGO Forum's goals and objectives while enjoying long-term career success within the organization.
- 2.4 To comply the recruitment requirements of Development Partners under different projects of NGO Forum
- 2.5 To ensure that all Recruitment activities are handled according to best practice and professional guidelines.

3. Position Vacancy

There are two types of vacancies: Existing position and New position.

3.1 Vacancy against an existing position i.e. an existing position that becomes vacant due to transfer, promotion or separation of an employee from the organization.

3.2 Vacancy against any new position(s) i.e. position(s) that has been newly created.

4. Creation of a new Position

Positions are normally created in the course of the new projects and provisions created by the competent authority

4.1 The Head of Department and concerned In-Charge shall initiate the process for creating a new position in his/her working set-up with the preparation of a proposal that includes the justification, job description, requirements of skills & experience, and budget for the new position. [The standard form, "Requisition for Staff Recruitment," contained in the Annex -I. may be used for this purpose.]

4.2 The Head of Department or concerned In-Charge submits the form, "Requisition for Staff Recruitment to the Executive Director through HR & Admin Department for approval

5. Recruitment Procedure

5.1 HR & Admin Department in consultation with the concerned will prepare an advertisement for employment which shall be published in widely circulated daily national newspaper or job website/NGO Forum's organizational website etc. With prior consent of the management, other suitable channels may also use for recruitment such as engaging recruitment firms.

5.2 The NGO Forum Management may also appoint person (s) through Headhunting process from other organizations in the specialized/technical positions without advertisement for the position. A Committee will assess the competency and efficiency of person(s).

5.3 Emergency recruitment may be made through suitable recruitment process determined by the NGO Forum Authority without advertisement of the position(s).

5.4 The contents of the advertisement may include brief introduction of the organization, job context, required educational qualification, work experience, salary range and job description & job specification of the position.

5.5 In the section of job specification of the advertisement, the content may include knowledge on humanitarian principals and attitude & skill essential to work in disaster areas mentioning organizational mandate for deployment of employee service in remote areas with/without family as and when required.

6. Eligibility Criteria of the Applicant:

6.1 The applicant must be a citizen or a permanent resident or domiciled in Bangladesh,

6.2 The applicant may be of either sex unless mentioned otherwise in the advertisement

6.3 Women, *adivasi* and disabled applicants are given preference

6.4 Terminated/dismissed persons from NGO Forum will not be eligible for recruitment

6.5 Father/mother/brother/sister/son/daughter/spouse/mother-in-law/father-in-law of the incumbent shall not be considered for employment in NGO Forum

6.6 The applicant must be more than 18 years and less than 50 years of age on the date mentioned in the advertisement. To determine age, the date of birth as mentioned in the SSC or equivalent certificate shall be considered. Where the applicant is not required to be a SSC or equivalent certificate holder, the date of birth is to be certified by the Headmaster of the school in which the applicant studied lastly or National ID Card or Birth Registration Certificate.

6.7 The applicant(s) satisfy the job specification mentioned in the Annex -II. For internal/departmental candidates the age limit and educational qualification may be relaxed.

6.8 The applicant must be physically and mentally fit at the time of taking-up the job for which s/he applied and selected accordingly. The fitness certificate has to be obtained from the physician specified by the management or from any registered physician. Management may, at its discretion, refer any applicant to undergo check by a Psychiatrist or other specialist(s) for determining suitability for employment.

7. Short Listing

7.1 Applications received on time shall be recorded for the post applied for.

7.2 Educational qualification, age, work experience in the relevant field etc. independently or jointly may be considered as the criteria for short listing which to be decided by the management of NGO Forum,

7.3 In order to take proper care of the gender issue it shall be mentioned in the advertisement that application from female candidates shall be encouraged and this provision shall specially be applicable in case of recruitment at the senior level,

7.4 Only short listed applicants shall be called for interview. The shortlisted candidates will be communicated about the date, place and time of written test and/or interview.

8. Selection Procedure:

8.1 The HR & Admin Department in consultation with the concerned Departmental Heads or In-Charge of the concerned working set-up shall decide upon any one or more of the following selection methods as appropriate to the vacant position's requirements:

- a. Written Test
- b. Technical Test
- c. Viva Voce
- d. Any Other Test as required.

8.2 Each candidate shall be evaluated on the basis of the scores achieved in the test(s) and of his/her performance in the interview, which will be conducted by a Selection Board composed as follows:

1. Executive Director - Chairperson
2. Head of Finance & Accounts - Member
3. Head of Concerned Department/In-Charge/Project Chief- Member
4. Head of Department/Senior Management Personnel - Member
as nominated by the management
5. Head of HR & Admin - Member-Secretary

8.3 The HR & Admin in consultation with the Management may decide to invite external expert(s) to participate in the interview process particularly in the senior and technical position(s).

8.4 The terms of reference of Selection Board:

- i. it will decide the requirement of taking written/ technical/viva or any other test individually or more than one or collectively for the specific post(s),
- ii. it will determine the efficiency level of candidate(s) in a technical test for the specific post(s),
- iii. it will decide the allotment of total marks to each individual test, during interview/viva, the candidates may be evaluated on humanitarian attitude and willingness to work in adverse situation in emergency programme support.
- iv. it will set and moderate the question paper(s) for the respective test(s) for the recruitment of employee(s) to a post or post(s),
- v. it will finally select candidate(s) and recommend name(s) to the management for appointment

8.5 Applicants finally be selected based on their ranking of merit for appointment.

8.6 Successful applicants based on their ranking of merit and as recommended by the Selection Board, shall remain in panel valid for 6(Six) months from the date of approval of the result by the management,

8.7 The management of NGO Forum may accept or reject recommendation partially and fully of the Selection Board or even may decide to leave the position(s) vacant for which interview has been taken in consultation with the Selection Board.

8.8 Applicant(s) selected finally shall be given Letter of Appointment mentioning the terms and conditions of employment. Prior to issuing appointment letter, reference checks may be carried by the HR & Admin Department

9. Saving Clause:

9.1 With the introduction of this recruitment rules, the terms of employment of those who are presently in the job shall not be altered,

9.2 The NGO Forum Authority reserves the right to alter, modify, change and/or suspend any of the provision of the Policies and Procedures either partly or whole.

Annexure-1

JOB SPECIFICATION

Title of the Position	Age Limit for Direct Recruitment	Specification
Executive Director	-	<ul style="list-style-type: none"> To be decided by the Executive Committee
Director –Programme	-	<ul style="list-style-type: none"> To be decided by the Executive Committee
Director- Finance & Admin	-	<ul style="list-style-type: none"> To be decided by the Executive Committee
Head of Advocacy & Information	Between 35 to 45 years	<ul style="list-style-type: none"> Masters in Management/Development Studies/Social Sciences/English or relevant discipline Should have 10 years experience Should have expertise in effective programme implementation approaches. Expertise in developing policies, strategies and operation guidelines in relation to WatSan, Hygiene and Public Health Acquaintance with contemporary project management tools and techniques. Team building and management skills
Head of Development Communication	Between 35 to 45 years	<ul style="list-style-type: none"> Masters in Social Sciences or relevant discipline Should have 10 years experience in the development sector with special focus on designing and development of communication materials. Expertise in conducting field testing of communication materials. Sound knowledge and ideas on developing IEC/BCC materials
Head of Environment & Water Quality Management	Between 35 to 45 years	<ul style="list-style-type: none"> Masters/PhD in Chemistry/ Environment/Disaster Management or relevant discipline At least 10 years experience in the field of Water

Title of the Position	Age Limit for Direct Recruitment	Specification
		Quality and Environment related issues. <ul style="list-style-type: none"> • Should have experience in scientific research. • Ability to prepare and make presentation of scientific reports, documents and research. • Should have publications on scientific issues.
Head of Research, Monitoring & Evaluation	Between 35 to 45 years	<ul style="list-style-type: none"> • Masters in Statistics/Social Sciences or relevant discipline • Should have 10 years experience in the field of Research, Monitoring & Evaluation with national and international NGOs. • Experience on developing monitoring tools based on logical framework matrix. • Have strong skill in designing participatory M&E tools. • Should have skills in SPSS, Excel and Access
Head of Training	Between 35 to 45 years	<ul style="list-style-type: none"> • Masters in Social Sciences or relevant discipline • At least 10 years experience in the field of development, management and training. • Should have experience in implementing capacity development training programme for different development organizations. • Experience in developing training strategies, curriculum and module development in relation to WatSan programme and Public Health issues • Should have experience in evaluating training outcomes at various levels
Head of Field Operation	Between 35 to 45 years	<ul style="list-style-type: none"> • Master of Social Science or relevant discipline. • At least 10 years experience in project management and implementation of networking organizations at field level. • Must have thorough knowledge and understanding on the WatSan and Public Health programme of NGOs, local government structures and policies. • Ability to establish and maintain effective contact with concerned Government departments, Donors, Partner NGOs, LGIs, members of civil societies. • Practical and thorough knowledge on programme planning, budgeting, monitoring. • Demonstrated knowledge and understanding of national WatSan and Public Health related

Title of the Position	Age Limit for Direct Recruitment	Specification
		policies and procedure.
Head of National Resource Centre	Between 35 to 45 years	<ul style="list-style-type: none"> • Masters in Management or Social Sciences or relevant discipline • At least 10 years experience in the field of knowledge management and sharing. • Proven ability to organize, coordinate and facilitate knowledge sharing events at national level. • Should have exceptional communication, inter-personnel and effective negotiation skills. • Should have excellent presentation, communication and report writing skills. • Should have understanding on WatSan and Hygiene and Public Health issues in the national and global context
Head of HR & Admin	Between 35 to 45 years	<ul style="list-style-type: none"> • Masters in Management or Social Science with Post Graduate diploma in Personnel Management • At least 10 years experience in the field of HR & Admin. • Should have sound knowledge and experience in recruitment and selection. • Well acquainted with the participatory performance appraisal system. • Should have excellent negotiation and communication skill. • Ability to develop HR related policy and procedures. • Have expertise in talent management. • Experience in grievance handling and staff investigation and disciplinary procedures. • Acquaintance with HR policies and procedures of donors and sectoral organizations.
Head of Finance & Accounts	Between 35 to 45 years	<ul style="list-style-type: none"> • FCMA/CA/Masters in Accounting or relevant discipline • At least 07 years experience in the field of Accounting/Finance. • Acquaintance with financial rules and regulations of the government and development agencies. • Should have sound knowledge in financial report writing.
Manager, Advocacy &	Between 35 to 45	<ul style="list-style-type: none"> • Masters in Social Sciences or relevant discipline

Title of the Position	Age Limit for Direct Recruitment	Specification
Information	years	<ul style="list-style-type: none"> • At least 08 years experience in advocacy program and project. • Ability to analyze and formulate sectoral policy with regard to WatSan environment and climate change and Public Health issues. • Should have experience in networking and collaborative activities with sectoral and trans-sectoral stakeholders, governments, UN Bodies, diplomatic missions, international agencies and mass media. • Experience in developing publications of newsletter, booklets, and articles, reports for sensitizing policy makers, government agencies and sectoral stakeholders.
Manager, Water Quality Testing Laboratory	Between 35 to 40 years	<ul style="list-style-type: none"> • Masters in Chemistry/Applied chemistry or relevant discipline • At least 05 years experience in water quality related issues. • Should have experience in scientific research. • Ability to prepare and make presentation of scientific reports, documents and research. • Should have experience in field based water quality testing activities.
Programme Manager	Between 35 to 40 years	<ul style="list-style-type: none"> • Masters in Development Studies/Social Sciences or relevant discipline • At least 05 years experience on programme management • Proven documentation skills on project activities. • Ability to establish and maintain effective contact with Government officials, Donors, Partner NGOs, LGIs, members of civil societies etc. • Experience to work in WatSan & Public Health sector and knowledge to run WatSan programme • Should have excellent report writing skill both in English and Bengali. • Knowledge on current development issues on WatSan, Environment and Climate Change.
HR Manager	Between 35 to 40years	<ul style="list-style-type: none"> • Masters in Management / Social Science with Post Graduate Diploma in Personnel Management. • Should have 08 years experience in HR &Admin. • Good interpersonal and negotiable skills • Able to work independently on general HR issues

Title of the Position	Age Limit for Direct Recruitment	Specification
		<ul style="list-style-type: none"> • Should have knowledge on Labor Laws and HR policies • Ability to work in a team and possess commitment and integrity. • Excellent communication skill both in English and Bengali. • Computer literacy
System Manager-IT	Between 30 to 40 years	<ul style="list-style-type: none"> • B.Sc. Engineering in Computer Science • About 5 years of experience in systems analysis, data administration, software engineering, network design/computer programming. • Intensive practical knowledge and skills in administering LAN and contemporary ICT services along with website maintenance. • Must have the ability to work under pressure and get the work(s) done in satisfactory manner.
Manager-Finance & Accounts	Between 35 to 40 years	<ul style="list-style-type: none"> • Chartered Accountancy Professional/Masters in Accounting or relevant discipline • At least 05 years of experience in the field of Accounting/Finance. • Acquaintance with financial rules and regulations of the government. • Experience in handling VAT/TAX issues with the concerned authority. • Should have sound knowledge in financial report writing.
Manager-Procurement	Between 35 to 40 years	<ul style="list-style-type: none"> • B.Sc. in Engineering • Should have 10 years experience of Logistics management. • Ability to work independently and as part of a team • Have knowledge of repairing and maintenance of different office equipment. • Strong analytical and problem solving skills for determining and providing logistics support • Should have interpersonal skills to interact with vendors and technical personnel
Regional Manager	Between 35 to 40	<ul style="list-style-type: none"> • Masters in Social Science or relevant discipline

Title of the Position	Age Limit for Direct Recruitment	Specification
	years	<ul style="list-style-type: none"> • At least 07 years experience in project planning, budgeting, monitoring and implementing WatSan program and project at field level. • Proven skill on right based approach and also the working experience with vulnerable people • Experience to work in WatSan sector and knowledge to run WatSan programme • Good analytical thinking ability to make causal links to reach a decision; and set priorities for tasks in order of importance. • Ability to establish and maintain effective contacts with concerned officials of PNGOs, Government, Donor agencies, LGIs and other stakeholders. • Strong interpersonal and communication skill with demonstrated ability to write reports in English and Bengali. Skill in motorcycle driving.
Senior Training Officer	Between 35 to 40 years	<ul style="list-style-type: none"> • Masters in Social Sciences or relevant discipline • At least 07 years experience in training facilitation. • Should have experience in implementing capacity development training programme for a wide range of target groups. • Should have experience in developing training strategies, curriculums and modules in relation to WatSan and Public Health issues
Advocacy Officer	Between 30 to 40 years	<ul style="list-style-type: none"> • Masters in Social Sciences or relevant discipline • At least 05 years experience in advocacy program and project. • Ability to analyze and formulate sectoral policy with regard to WatSan environment and climate change and Public Health issues • Should have experience in networking and collaborative activities with sectoral and trans-sectoral stakeholders, governments, UN Bodies, diplomatic missions, international agencies and mass media. • Experience in developing publications of newsletter, booklets, and articles, reports for sensitizing policy makers, government agencies and sectoral stakeholders.
Information & Documentation Officer	Between 30 to 40 years	<ul style="list-style-type: none"> • Masters in Mass Communication/Development

Title of the Position	Age Limit for Direct Recruitment	Specification
		<p>Studies/Social Sciences or relevant discipline</p> <ul style="list-style-type: none"> • About 05 years experience on documentation related issues. • Proven ability to explore, analyze and disseminate sectoral policy related information in connection with WatSan and Public Health issues. • Should have experience in networking and collaborative activities with sectoral and trans-sectoral stakeholders, governments, UN Bodies, diplomatic missions, international agencies and mass media etc. • Proven experience in developing publications of newsletters, booklets, articles, reports for sensitizing the policy makers, government agencies and sectoral stakeholders.
Material Development Officer	Between 30 to 40 years	<ul style="list-style-type: none"> • Masters in Development Studies/Social Sciences or relevant discipline • Should have at least 05 years experience in the development sector in relation to designing and development of IEC/BCC materials. • Expertise in conducting field testing of IEC/BCC materials. • Should have experience in developing communication materials using modern IT equipments and software.
Development Communication Officer	Between 30 to 40 years	<ul style="list-style-type: none"> • Masters in Social Sciences or relevant discipline • Should have 05 years experience in the development sector with special focus on designing and development of communication materials. • Expertise in conducting field testing of communication materials. • Sound knowledge and ideas on developing IEC/BCC materials
Graphic Designer	Between 30 to 40 years	<ul style="list-style-type: none"> • Masters in any discipline • Should have at least 05 years experience graphic designing • Proven experience in graphic related software • Skill in BCC/IEC materials development
Quality Control Officer	Between 30 to 40 years -	<ul style="list-style-type: none"> • Masters in Chemistry/ Environmental Science or relevant discipline

Title of the Position	Age Limit for Direct Recruitment	Specification
		<ul style="list-style-type: none"> • Minimum 03 years working experience in the area of environment, disaster, water quality issues • Should have experience in development sector on relevant issues • Experience in Laboratory will be considered as added advantage • Ability to prepare and make presentation of reports, documents and research activities
Chemist	Between 30 to 40 years	<ul style="list-style-type: none"> • Masters in Chemistry/Applied chemistry or relevant discipline • At least 03 years experience in water quality related issues. • Should have experience in field based water quality testing activities.
Disaster Management Officer	Between 30 to 40 years	<ul style="list-style-type: none"> • Post Graduate in Disaster Management/Earth Science/Social Science/Public Health • At least 3 years experience in disaster issues • Have good working knowledge of disaster, environment, and project management issues • Proven capacity to establish working relationship with concerned Stakeholders • Report writing and Analytical Skills
Monitoring & Evaluation Officer	Between 30 to 40 years	<ul style="list-style-type: none"> • Masters in Statistics/Social Sciences or relevant discipline. • Should have 05 years experience in the field of Monitoring & Evaluation with national NGOs. • Experience with logical framework with other strategic planning approaches of M&E tools and methods. • Have strong skill in designing participatory M&E tools. • Should have skill in SPSS, Excel and Access
Research Officer	Between 30 to 40 years	<ul style="list-style-type: none"> • Post Graduate in any discipline preferably Sociology, Anthropology, Statistics and Development Studies • At least 3 year experience in research in development Agencies/NGOs • Designing research and ability to conduct research using contemporary research methodology.

Title of the Position	Age Limit for Direct Recruitment	Specification
		<ul style="list-style-type: none"> • Computer literacy in Spread sheet preparation, MS Excel and SPSS. • Excellent communication skill both in Bangla and English
Training Officer	Between 30 to 40 years	<ul style="list-style-type: none"> • Masters in Social Sciences/English/Development Studies or any other relevant disciplines from recognized university. • Should have minimum 3 years experience in development sector. • Must possess required knowledge, skill and ability to conduct TNA, Module & Manual • Development and Facilitation of Training Session • Excellent presentation, communication and writing skills both in Bangla & English • A frequent field visit to project areas is desirable.
Programme Officer-Health Management	Between 30 to 40 years	<ul style="list-style-type: none"> • Post Graduate in Public Health/ Social Sciences/ Development Studies or any other relevant disciplines from recognized university. MBBS with Public Health background may also apply. • Should have minimum 2 years experience in development sector. • Good understanding of project management and implementation • Ability to implement intervention to address public health related risk reduction • Skill in delivering presentation to the health professionals and writing skills both in Bangla & English • Experience in strengthening relations with relevant stakeholders • Willingness to frequent field visits at project areas
Programme Engineer	Between 30 to 40 years	<ul style="list-style-type: none"> • Bachelors in Civil Engineering • Must have 7 years of relevant experience on WatSan technologies. • In-depth knowledge on innovating appropriate low-cost WatSan technologies. • Knowledge in climate change and its impact on WatSan sector. • Appropriate design skills for WatSan Technologies • Ability to facilitate technical training. • Skilled in technical report writing

Title of the Position	Age Limit for Direct Recruitment	Specification
Programme Officer- WatSan	Between 30 to 40 years	<ul style="list-style-type: none"> • Post Graduate in Public Health/ Social Sciences/ Development Studies or any other relevant disciplines from recognized university. MBBS with Public Health background may also apply • Should have minimum 2 years experience in development sector. • Good understanding of project management and implementation • Ability to implement intervention to address public health related risk reduction • Skill in delivering presentation to the health professionals and writing skills both in Bangla & English • Experience in strengthening relations with relevant stakeholders • Willingness to frequent field visits at project areas
Communication Officer	Between 30 to 40 years	<ul style="list-style-type: none"> • Masters in English/International Relations/Mass Communication or any other relevant disciplines from any recognized university • Should have minimum 3 years relevant experience in the development sector. • Good writing and editing skills both in Bangla and English • Should have the state of mind of working beyond office hour as per the Executive Director's requirements
Resource Mobilization Officer	Between 30 to 40 years	<ul style="list-style-type: none"> • Post Graduate in Public Health/ Social Sciences/ Development Studies or any other relevant disciplines • Should have 3 years experiences in programme design and development • Through understanding of majors donors' funding and development approaches • Excellent interpersonal and communication skills
MIS Officer	Between 30 to 40 years	<ul style="list-style-type: none"> • Masters in Development Studies/Social/Geography & Environment or relevant discipline and experience on Environmental ICT support • 05 years of experience with MIS systems. • Evidence of continuous professional development within the field of MIS.

Title of the Position	Age Limit for Direct Recruitment	Specification
		<ul style="list-style-type: none"> • Must have proven experience in data analysis. • High level of IT skills appropriate to the position especially in the use of MS Access and/or SQL databases. • Should have skills in SPSS, Excel and Access
Internal Auditor	Between 30 to 40 years	<ul style="list-style-type: none"> • Post Graduate in Commerce. CA/CMA partly qualified will be given preference • At least 05 years experience in audit conduction • Acquaintance with Local and International Audit financial rules and regulations of the development agencies. • Should have sound knowledge in audit report writing.
Admin Officer	Between 30 to 40 years	<ul style="list-style-type: none"> • Post Graduate in Public Administration or Masters in any other relevant discipline • Should have minimum 3 years experience in the field of HR and general administration in the development sector • Self-management and ability to work under stress • Analytical skills in solving administrative problems • Self-motivated, independent with the ability to perform multi-task • Professional, courteous, and know proper administrative etiquette • Sound knowledge of essential software like MS Word, MS Excel, MS Outlook
Accounts Officer	Between 30 to 40 years	<ul style="list-style-type: none"> • Post Graduate in Commence or relevant discipline • At least 03 years of experience in the field of Accounts/Finance • Acquaintance with National & International financial rules and regulations • Experience in handling VAT/TAX issues with the concerned authority. • Should have sound knowledge in financial report writing
Logistics Officer	Between 30 to 40 years	<ul style="list-style-type: none"> • Diploma in Engineering with 3 years experience in the development sector • Should have 3 years experience of Logistics management. • Ability to work independently and as part of a

Title of the Position	Age Limit for Direct Recruitment	Specification
		team <ul style="list-style-type: none"> • Have knowledge of repairing and maintenance of different office equipment. • Strong analytical and problem solving skills for determining and providing logistics support • Should have interpersonal skills to interact with vendors and technical personnel
Asst. Accounts Officer (For Regional Office)	Between 25 to 35 years	<ul style="list-style-type: none"> • Graduate preferably commerce/accounts background • Experience in maintaining cash book • Ability to check all kinds of bills, vouchers and invoices • Experience with tax, audit and VAT related issues • Computer literacy in Microsoft Office, Internet • Drafting skills for communication and documentation • Knowledge on procurement of good & services
Hostel Supervisor	Between 25 to 35 years	<ul style="list-style-type: none"> • Post Graduate in Commence or relevant discipline • Should have previous experience of supervising dormitory and canteen • Ability to meet deadlines and flexible approach
Computer Operator	Between 25 to 35 years	<ul style="list-style-type: none"> • Graduate with Diploma in Computer Literacy • Advanced knowledge of MS Office • A degree in secretarial field and work experience of a minimum of 2 years
Dispatch-cum-Telephone Operator	Between 25 to 35 years	<ul style="list-style-type: none"> • Graduate • Ability to interact with visitors or clients, address their needs and channel them to pertinent cells/sections/individuals. • Ability to discern appropriate replies and guidance to a wide range of different telephone call • Ability to perform a variety of repetitive and routine tasks and duties • Ability to organize and complete multiple tasks by establishing priorities • Interprets data, draws conclusions and/or identifies patterns which support the work of others • Keeps emergency data and contacts on hand to quickly react in case of emergency or special

Title of the Position	Age Limit for Direct Recruitment	Specification
		needs
Lab Asst.	Between 20 to 30 years	<ul style="list-style-type: none"> • B.Sc. with 3 years experience in Water Quality Testing Laboratory
Messenger	Between 20 to 30 years	<ul style="list-style-type: none"> • HSC • Must have a valid driver's license • Must have a minimum of 2 years of work experience as Messenger • Computer literacy preferable
Driver	Between 25 to 30 years	<ul style="list-style-type: none"> • SSC • Must have a valid driver's license • Must have a minimum of 4 years of work experience as a driver • Knowledge of driving rules and regulations • Skill in minor vehicle repair • Exhibit good mannerism, reliable, approachable and helpful
Dormitory Caretaker	Between 20 to 30 years	<ul style="list-style-type: none"> • SSC • Should have good communication skills and ability to maintain security and cleanliness of the dormitory • Should have knowledge of house-keeping • Exhibit good mannerism, reliable, approachable and helpful
Lab Caretaker	Between 20 to 30 years	<ul style="list-style-type: none"> • SSC in Science Group • Have experience in Laboratory Work
Caretaker/Support Staff	Between 20 to 30 years	<ul style="list-style-type: none"> • SSC • Exhibit good mannerism, reliable, approachable and helpful
Cook	Between 20 to 30 years	<ul style="list-style-type: none"> • VIII • Should have knowledge of the materials, methods, and equipments in preparing food of large scale • Knowledge of various varieties of food recipe