Position Title: Human Resources Officer (1)
Position Location: BAIUST, Comilla Cantonment
Subject Areas: Human Resources Management
Application Deadline: 10 Sept 2016

1. **Position Description:** BAIUST solicits applications for a Human Resources Officer in the Registrar’s Office. The successful candidate will:
   a. Assist in staff recruitment & selection process through job advertisement, reviewing & screening applications, assisting interview process and finalize the process of appointments.
   b. Assist to prepare/ develop / update Organogram for different departments / units.
   c. Assist to prepare/ develop JD with appropriate KPI for different positions.
   d. Maintain liaison with different departments on HR issues.
   e. Expand the training and development programs based on both the organization’s and the individual’s needs.
   f. Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures.
   g. Formulate & maintain HRIS system including attendance, leave, absence, etc.

2. **Academic Qualification and Experiences**
   - The candidate must have a Bachelors degree in Management from a recognized University.
   - At least 1 year of experience in the relevant field.

3. **Salary:** An attractive package based on the qualifications and experience as per University Service Rules.

3. **Application Deadline:** 10 Sept 2016. All applications to be sent through e-mail (
hr@baiust.edu.bd) and a hard copy consisting of a CV and 02 x photographs along with a bank draft of Tk 500/- addressed to the Vice Chancellor, Bangladesh Army International University of Science and Technology, Comilla Cantonment.

E-mail: hr@baiust.edu.bd
Website: www.baiust.edu.bd