



Bangladesh Institute of Governance and Management

(Affiliated with the University of Dhaka)

Vacancy Announcement

Bangladesh Institute of Governance and Management (BIGM) is a post graduate academic, training and research institute offering Masters degrees, professional training and conducting research on national policy issues. We are seeking professionals for following vacant positions:

Additional Director:

Qualifications: Ph. D in Economics, Public Administration, Human Resource Management, Project Management, Procurement and Supply Chain Management, Public Policy, Political Studies or Masters degree in the related arena from foreign Universities.

Experience: At least 12 years experience in teaching/research in a reputed University/Research institute or similar organization. **Experience requirements may be relaxed for applicants from BCS Cadre** working for various public sectors reforms/capacity building projects with teaching/ research experience. Civil Servants with high academic accomplishments in related fields may get preference. Original research works published in recognized professional/research journals will be considered as an added advantage.

Age: 60 yrs. (Max). **No. of Vacancies:** 01. **Compensation package:** Negotiable.

Research Associate:

Qualifications: Hons and Masters in Economics, Statistics, Applied Statistics or Mathematics / Applied Mathematics from any reputed local/foreign Universities with at least one First Class either at Hons or Masters Level. Preference will be given to candidates with degrees from reputed local/foreign Universities with proven skills in operating in Stata/R/Microfit/Eviews etc.

Experience: Experience in research works and proficiency in spoken and written English and Bengali.

Age: 35 yrs. (Max) **No. of vacancies:** 03. **Compensation package:** 8th Grade of National Pay Scale.

Junior Computer Operator cum LDA:

Qualifications: Minimum 2nd class in HSC or equivalents.

Experience: At least 3 years experience in educational institute or any other recognized organization as data entry operator. Typing speed 35 words in English and 30 words in Bengali and the knowledge of file management.

Age: 35 yrs. (Max). **No. of Vacancies :** 01 **Compensation package:** 16th Grade of National Pay Scale.

Applying Instruction

Interested persons are requested to apply with;

1. Formatted top sheet (Please download it from the website)
2. A cover letter addressed to the chairperson, selection committee
3. A complete Curriculum Vitae (With passport size photo).

Application should be sent through;

1. e-mail to : info@bigm.edu.bd (in **one PDF file**, and the file should be named by **your name and valid mobile number**). Please also mention the name of applied post on the subject of your mail. **OR**
2. One set of hard copy (with two photos) through postal service. Please also mention the name of applied post on top of the envelop.

Application Deadline: **November 04, 2018**
Only short-listed candidates will be called for interview.
BIGM is an equal opportunity employer.

Chairperson
Selection Committee

Plot: E-33, Agargaon, Sher- e-Bangla Nagar, Dhaka-1207, Phone: 9141031, 9141065, email- info@bigm.edu.bd

www.bigm.edu.bd