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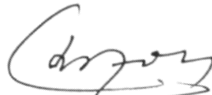
Bangladesh Institute of Governance and Management (BIGM)


Dr. Krishna Gayen
Sr. Research Fellow
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Dr. Mohammad Tareque
Director
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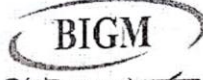


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Office Order



বাংলাদেশ ইনস্টিটিউট অব গভর্নেন্স এন্ড ম্যানেজমেন্ট
(ঢাকা বিশ্ববিদ্যালয় অধিভুক্ত)

স্মারক সংখ্যা: বিআইজিএম/অন্যান্য/অফিস আদেশ/১৫/০৮/২৩(৩)-৩৭

তারিখ: ১৩ মে ২০২৩

অফিস আদেশ

বিষয়: বাংলাদেশ ইনস্টিটিউট অব গভর্নেন্স এন্ড ম্যানেজমেন্ট-এর সকল দাপ্তরিক/প্রশাসনিক কার্যক্রমের দায়িত্ব বন্টন ও নির্দেশনা প্রসঙ্গে।

বিআইজিএম-এর কার্যক্রম সৃষ্টি ও সুন্দরভাবে সম্পাদন করার লক্ষ্যে এর কার্যক্রমসমূহকে নিম্ন-বর্ণিত ৬টি অনুবিভাগে ভাগ করা হলো। বর্ণিত অনুবিভাগগুলোর বিপরীতে উল্লিখিত ফ্যাকাল্টি/কর্মকর্তাগণ পরবর্তী নির্দেশ না দেওয়া পর্যন্ত অনুবিভাগের প্রধান হিসেবে দায়িত্ব পালন করবেন:

Sl. No.	Name of the Wing	Name and Designation of the Respective Wing Chief
i.	Academic	Dr. M. G. Sarwar, Associate Professor
ii.	Research	Dr. Krishna Gayen, Senior Research Fellow
iii.	Admission, Examination and Result (AER)	Dr. Abdur Rahim Khan, Associate Professor
iv.	Managerial Services	Roksana Khan, Additional Director
v.	Strategic Planning	Mohammad Al-Amin, Additional Director
vi.	Training and Development	Dr. Md. Abdul Latif, Additional Director

- উপর্যুক্ত কাঠামোর বাহিরে বিআইজিএম-এর একাডেমিক কার্যক্রম পরিচালনার জন্য অধ্যাপক/সহযোগী অধ্যাপক/সহকারী অধ্যাপকগণ তাঁদের স্ব স্ব কর্মক্ষেত্রে একাডেমিক, প্রশিক্ষণ ও গবেষণা কার্যক্রমে নিয়োজিত থাকবেন। তাঁদের সংশ্লিষ্ট কার্যক্রম অনুবিভাগ প্রধানের (যেমন: গবেষণা, প্রশিক্ষণ ও একাডেমিক) মাধ্যমে অথবা সরাসরি সহযোগী পরিচালক এবং পরিচালককে অবহিত রাখবেন।
- সমন্বিত স্মারকের মাধ্যমে বিআইজিএম কর্তৃক বাস্তবায়নাধীন প্রশিক্ষণ প্রকল্প SEIP (Skills for Employment Investment Program)-এর আওতায় পরিচালিত বিভিন্ন প্রশিক্ষণ কর্মসূচি প্রোগ্রাম পরিচালক, SEIP-এর মাধ্যমে বাস্তবায়িত হবে। প্রকল্পের কোর্সসমূহ সৃষ্টি বাস্তবায়নের লক্ষ্যে প্রোগ্রাম পরিচালক বিভিন্ন অনুবিভাগ প্রধানদের এবং অধ্যাপক/সহযোগী অধ্যাপক/সহকারী অধ্যাপক/গবেষণা কর্মকর্তাদের সহায়তা নিবেন।
- আইটি ও লাইব্রেরির উন্নয়ন সম্পর্কিত সকল কার্যক্রম অতিরিক্ত পরিচালক (কৌশলগত পরিকল্পনা)-এর মাধ্যমে বাস্তবায়িত হবে। তবে, আইটি ও লাইব্রেরির বিষয়ক প্রশাসনিক কার্যক্রম ব্যবস্থাপনা সেবা (Managerial Services) অনুবিভাগের মাধ্যমে বাস্তবায়িত হবে।
- পঁচিশ হাজার টাকা পর্যন্ত সরাসরি ক্রয়ের ক্ষেত্রে অতিরিক্ত পরিচালক যিনি ক্রয়ের দায়িত্ব থাকবেন, তিনিই অনুমোদন দিতে পারবেন।
- পঁচিশ হাজার টাকার উর্ধ্ব হতে তিন লাখ টাকা পর্যন্ত যে কোনো ক্রয়ের ক্ষেত্রে সহযোগী পরিচালক অনুমোদন দিতে পারবেন।
- সমুদায় নিম্নবর্ণিত বিষয়াদি পরিচালক সমীপে উপস্থাপিত হকক:
 - নীতি বিষয়ক যে কোনো বিষয়াদি;
 - Board of Trustees (BOT) ও Governing Body (GB)-এর সভার খসড়া কার্যপত্র (Working Paper) ও কার্যবিবরণী এবং সিদ্ধান্তসমূহের বাস্তবায়ন;
 - বাজেট অনুযায়ী ত্রৈমাসিক ভিত্তিতে ইনস্টিটিউটের মাসিক আয়-ব্যয়ের হিসাব;
 - তিন লক্ষ টাকার উর্ধ্ব আর্থিক সংশ্লিষ্টতা রয়েছে এমন ক্রয়ের প্রস্তাব;
 - সহযোগী পরিচালক, সকল অধ্যাপক, অনুবিভাগ প্রধান, SEIP-এর প্রোগ্রাম পরিচালক এবং সার্ভিস রুলস অনুযায়ী অন্যান্য কর্মকর্তার ছুটি সংক্রান্ত বিষয়াদি।
- কর্মবন্টন অনুযায়ী বিআইজিএম-এর কোনো কোনো সদস্য (অধ্যাপক/গবেষণা কর্মকর্তা/কর্মকর্তা/কর্মচারি)-কে একাধিক অনুবিভাগের সাথে সংযুক্ত থেকে কাজ করতে হয় বিধায় এক্ষেত্রে কোনো সমস্যা পরিলক্ষিত হলে বিষয়টি সংশ্লিষ্ট যে কোনো একজন অনুবিভাগ প্রধানকে অবহিত করবেন। এক্ষেত্রে অনুবিভাগ প্রধান উক্ত সমস্যাসমূহ সমাধান করার চেষ্টা করবেন।

ই-৩৩, আগারগাঁও, শের-ই-বাংলা নগর, ঢাকা-১২০৭, ই-মেইল: info@bigm.edu.bd, ওয়েবসাইট: www.bigm.edu.bd
ফোন: ৮৮০-০২-৪৮১১৩৫৮৯, ৪৮১১৬৮৫৭, ৪৮১১৫০৭৩

CS Scanned with CamScanner

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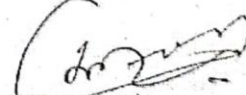
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সমাধান সম্ভব না হলে, অন্যান্য সংশ্লিষ্ট অনুবিভাগ প্রধানের সাথে আলোচনা মোতাবেক সমাধানের চেষ্টা করবেন। এরপরও সমাধানে ব্যর্থ হলে অনুচ্ছেদ-৯ অনুসরণপূর্বক সহযোগী পরিচালক/পরিচালককে বিষয়টি নিষ্পত্তির জন্য অবহিত করবেন।

৯. কোনো উদ্ভূত বিষয়/পরিস্থিতি অনুবিভাগ প্রধান কর্তৃক সমাধানে ব্যর্থ হলে, সে পরিস্থিতিতে:
 - i. যদি মূল বিষয়টি গবেষণা, প্রশিক্ষণ ও উন্নয়ন এবং কৌশলগত পরিকল্পনা অনুবিভাগ সম্পর্কিত হয়, তাহলে বিষয়টি সরাসরি পরিচালকের দৃষ্টি আকর্ষণ করতে হবে;
 - ii. যদি মূল বিষয়টি একাডেমিক; ডর্তি, পরীক্ষা ও ফলাফল এবং ব্যবস্থাপনা সেবা অনুবিভাগ সম্পর্কিত হয়, সেক্ষেত্রে সহযোগী পরিচালকের সাথে প্রাথমিক আলোচনা ও পরামর্শ গ্রহণপূর্বক প্রয়োজনীয় ব্যবস্থা গ্রহণ করতে হবে, ব্যর্থতায় পরিচালককে অবহিত করবেন;
 - iii. ব্যবস্থাপনা সেবা, অর্থ এবং জাইকা প্রকল্প সম্পর্কিত সকল প্রকার নথিপত্র/চিঠি সহযোগী পরিচালকের মাধ্যমে পরিচালক বরাবর উপস্থাপন করতে হবে।
১০. সকল সদস্য (অধ্যাপক/গবেষণা কর্মকর্তা/কর্মকর্তা/কর্মচারি) প্রতিষ্ঠানের লক্ষ্য ও উদ্দেশ্যকে সামনে রেখে দাঙ্গারিক মৌলিক শৃঙ্খলা ও আচার-বিধিমালা এবং শিষ্টাচার মেনে চলবেন। যদি কেউ ভঙ্গ করেন অথবা এ সংক্রান্ত কোনো অভিযোগ উপস্থাপিত হয়, তবে তা সংশ্লিষ্ট অনুবিভাগ প্রধান পর্যায়ে নিষ্পত্তি হবে। প্রয়োজনে সহযোগী পরিচালক/পরিচালক মহোদয়কে বিষয়টি অবহিত করবেন।
১১. অতি গুরুত্বপূর্ণ কোনো বিষয়ের ক্ষেত্রে সমন্বয় সভার মাধ্যমে সিদ্ধান্ত গ্রহণের প্রয়োজন হলে সহযোগী পরিচালক/পরিচালক বহু সময়ের নোটিশের মাধ্যমে সমন্বয় সভা আয়োজনপূর্বক বিষয়টি নিষ্পত্তি করবেন।
১২. অতি গুরুত্বপূর্ণ ক্ষেত্রে ব্যক্তি প্রতিষ্ঠানের সামগ্রিক বিষয়বাহী নিয়ে সহযোগী পরিচালক/পরিচালক মহোদয়ের সভাপতিত্বে প্রতি দুই মাস অথবা সুবিধাজনক সময়ে একবার সমন্বয় সভা অনুষ্ঠিত হবে। অনুবিভাগ প্রধানগণ মাসে ন্যূনতম একবার (ক) অনুবিভাগের কার্যক্রম মূল্যায়ন করবেন এবং (খ) পূর্ববর্তী সমন্বয় সভার সিদ্ধান্তসমূহ পর্যালোচনাপূর্বক বাস্তবায়ন ও অগ্রগতির যথাযথ ব্যবস্থা গ্রহণ করবেন।
১৩. পরিচালকের আওতা বহির্ভূত ক্ষেত্রসমূহের বাইরে বিআইজিএম-এর গবেষণা, প্রশিক্ষণ ও উন্নয়ন, একাডেমিক, ডর্তি, পরীক্ষা ও ফলাফল, কৌশলগত পরিকল্পনা এবং ব্যবস্থাপনা সেবা অনুবিভাগ সম্পর্কিত সকল নীতি নির্ধারণী বিষয়গুলো সহযোগী পরিচালক/পরিচালকের মাধ্যমে বোর্ড সভায় উপস্থাপিত হবে।
১৪. বিআইজিএম-এর বিভিন্ন কার্যক্রম সুষ্ঠুভাবে পরিচালনার লক্ষ্যে গঠিত বিভিন্ন উপ-কমিটি (একাডেমিক, প্রশিক্ষণ, গবেষণা, লাইব্রেরি, আইটি ও ক্রয় সংক্রান্ত) পূর্বের ন্যায় কার্যক্রম পরিচালনা করবেন। কোনো পরিবর্তন, পরিবর্তন, পরিমার্জন প্রয়োজন হলে সংশ্লিষ্ট অনুবিভাগ প্রধান বিষয়টি সহযোগী পরিচালক/পরিচালকের দৃষ্টিগোচর করবেন।
১৫. বিআইজিএম-এর স্বার্থে পরিচালক যেকোনো সময়ে অনুচ্ছেদ-১ বর্ণিত অনুবিভাগসমূহের প্রধানদের কর্মবন্টন/অনুবিভাগ পুনর্বিন্যাস করতে পারবেন।
১৬. ইতিপূর্বে জারিকৃত এ সংক্রান্ত সকল আদেশ এতদ্বারা বাতিল করা হলো।
১৭. বিআইজিএম-এর স্বার্থে উক্ত আদেশটি জারি করা হলো এবং আদেশ জারির তারিখ হতে তা কার্যকর হবে।


(ড. মোহাম্মদ তরেক)
পরিচালক

বাংলাদেশ ইনস্টিটিউট অব গভর্নেন্স এন্ড ম্যানেজমেন্ট।

বিতরণ (কার্যার্থে):

- ১। সহযোগী পরিচালক, বিআইজিএম।
- ২। সকল উইং প্রধান, বিআইজিএম।
- ৩। প্রোগ্রাম পরিচালক, SEIP প্রোগ্রাম, বিআইজিএম।
- ৪। সকল ফ্যাকাল্টি ও কর্মকর্তা, বিআইজিএম।
- ৫। অফিস কপি।

ই-৩৩, আগারগাঁও, শের-ই-বাংলা নগর, ঢাকা-১২০৭, ই-মেইল: info@bigm.edu.bd, ওয়েবসাইট: www.bigm.edu.bd
ফোন: ৮৮০-০২-৪৮১১৩৫৮৯, ৪৮১১৬৮৫৭, ৪৮১১৫০৭৩

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Office Order

BIGM

বাংলাদেশ ইনস্টিটিউট অব গভর্নেন্স এন্ড ম্যানেজমেন্ট

(ঢাকা বিশ্ববিদ্যালয় অধিভুক্ত)

স্মারক সংখ্যা: বিআইজিএম/অন্যান্য/অফিস আদেশ/০১/১২/১৬-৫৬২৩

তারিখ: ১৪ সেপ্টেম্বর ২০২২

অফিস আদেশ

বিআইজিএম-এর কার্যক্রম আরও সুসমন্বিত ও গতিশীল করার উদ্দেশ্যে বিগত ১৬.০৬.২০২১খ্রি. তারিখে জারিকৃত অফিস আদেশ স্মারক নং: বিআইজিএম/অন্যান্য/অফিস আদেশ/০২/১২/২০২০/২-৫২৯৮-এর অতিরিক্ত নিম্নবর্ণিত নির্দেশনা জারি করা হলো:

- ১। পূর্বের ন্যায় প্রতি অনুবিভাগের দৈনন্দিন দায়-দায়িত্ব ও কার্যাবলী সংশ্লিষ্ট উইং প্রধানদের উপরই ন্যস্ত থাকবে।
- ২। যদি এমন কোনো উদ্ভূত বিষয়/পরিস্থিতির সৃষ্টি হয়, যেখানে উইং প্রধানগণ সমাধান করতে পারছেন না, সে পরিস্থিতিতে:
 - অ. যদি মূল বিষয়টি গবেষণা, প্রশিক্ষণ বা কৌশল ও পরিকল্পনাগত ব্যবস্থাপনা অনুবিভাগ সম্পর্কিত হয়, তাহলে বিষয়টি সরাসরি পরিচালকের দৃষ্টি আকর্ষণ করতে হবে;
 - আ. যদি মূল বিষয়টি একাডেমিক বা ভর্তি, পরীক্ষা ও ফলাফল এবং ব্যবস্থাপনা সেবা অনুবিভাগ সম্পর্কিত হয়, সেক্ষেত্রে সহযোগী পরিচালকের সাথে প্রাথমিক আলোচনা ও পরামর্শ করা যেতে পারে;
 - ই. ব্যবস্থাপনা সেবা, অর্থ ও জাইকা প্রকল্প (টি এ সহায়তা ব্যতীত) সম্পর্কিত সকল প্রকার নথিপত্র/চিঠি সহযোগী পরিচালকের মাধ্যম হয়ে পরিচালক বরাবর উপস্থাপন করতে হবে।
- ৩। অতি গুরুত্বপূর্ণ এবং সহযোগী পরিচালক বা পরিচালকের দৃষ্টি আকর্ষণ হওয়ার পরও যদি সমাধান না হয়, সেক্ষেত্রে সকল উইং প্রধান, সহযোগী পরিচালক ও পরিচালকের উপস্থিতিতে অনুষ্ঠেয় সভায় বিষয়টি আলোচিত এবং সিদ্ধান্ত গৃহীত হবে। প্রয়োজনে স্বল্পসময়ের নোটিসে অনলাইনে এ ধরনের সমন্বয় সভা অনুষ্ঠিত হবে।
- ৪। প্রতিষ্ঠানের সামগ্রিক বিষয়বলী নিয়ে পরিচালক বা সহযোগী পরিচালকের সভাপতিত্বে প্রতি মাসে কমপক্ষে একবার সমন্বয় সভা অনুষ্ঠিত হবে।
- ৫। এছাড়াও, বর্ণিত ক্ষেত্রসমূহের বাইরে বিআইজিএম-এর গবেষণা, প্রশিক্ষণ, একাডেমিক ও ব্যবস্থাপনা সম্পর্কিত নীতি নির্ধারণী বিষয়গুলো পরিচালকের মাধ্যমে বোর্ড সভায় উত্থাপিত হবে।
- ৬। বিআইজিএম -এর স্বার্থে আদেশটি জারি করা হলো।

(ড. মোহাম্মদ তারেক)

পরিচালক

বাংলাদেশ ইনস্টিটিউট অব গভর্নেন্স এন্ড
ম্যানেজমেন্ট।

বিতরণ (কার্যার্থে):

- ১। সহযোগী পরিচালক, বিআইজিএম।
- ২। অতিরিক্ত পরিচালক (প্রশাসন ও অর্থ)/ কৌশল ও পরিকল্পনা/ সকল উইং প্রধান, বিআইজিএম।
- ৩। সকল ফ্যাকাল্টি ও কর্মকর্তা, বিআইজিএম।
- ৪। অফিস কপি।

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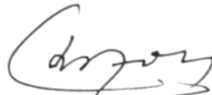
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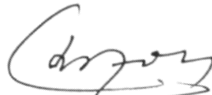
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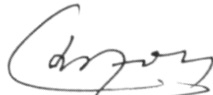
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List of Acronyms and Abbreviations

AC	Academic Committee
ACR	Annual Confidential Reports
AER	Admission, Examination and Result
BCS	Bangladesh Civil Service
BoT	Board of Trustees
BTCL	Bangladesh Telecommunications Company Limited
CMT	Course Management Team
DPDC	Dhaka Power Distribution Company
CAO	Chief Accounting Officer
EOI	Expressions of Interest
FER	Faculty Evaluation Report
GPF	General Provident Fund
HRD	Human Resource Development
JICA	Japan International Cooperation Agency
MoPA	Ministry of Public Administration
MPA	Master of Public Affairs
PAC	Policy Analysis Course
PPA	Public Procurement Act, 2006
PPR	Public Procurement Rules, 2008
TA	Technical Assistance
TEC	Tender Evaluation Committee
TMS	Training Management System
TOC	Tender Opening Committee
SEIP	Skills for Employment Investment Program
SoE	Statement of Expenditure
SOP	Standard Operating Procedure
DWASA	Dhaka Water and Sewerage Authority



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Preamble

Bangladesh Institute of Governance and Management (BIGM) is a premier knowledge hub in Bangladesh for education, research, and training envisaged to develop the capacity of public and private sector executives to serve the interests of the country and its people. To act as an intellectual front runner for society, and to march toward achieving a developed and more equitable Bangladesh, BIGM has taken initiatives to reform its organizational structure and carry out its activities in a more meaningful, strategic, and dynamic manner aligning with the vision and mission of the institute. Considering all these aspects and to cope with the present needs, this SOP is formulated based on the approved organogram of the institute, its previous work distribution, and service rules. Towards this end, the organizational structure has been divided into six wings:

- (i) Academic Wing
- (ii) Admission, Examination, and Result (AER) Wing
- (iii) Research Wing
- (iv) Training Wing
- (v) Managerial Services Wing
- (vi) Strategic Planning Wing

The Standard Operating Procedure (SOP) of the Work Distribution of BIGM has been prepared to lay out detailed activity plans for each wing to attain the goals of the institution in a systematic and coordinated way. Individual post-wise job descriptions for positions under each wing have also been outlined for accomplishing the activities with accountability, efficiency, and professionalism. This SOP will offer comprehensive working conditions, and support services to all employees concerned of the institute.

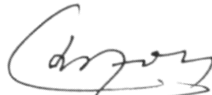
The SOP of the Work Distribution of BIGM 2024 is a living document and will be updated as and when required.


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Office of the Director

Associate Director

1. Assist the Director to carry out necessary functions for the implementation of the aim and objectives of BIGM as stated in the Trust Deed; in spirit he will be the second man in the BIGM Management Team;
2. In absence of the Director, s/he shall carry out/supervise overall activities of all the operational wings of the Institute as guided by the Director.
3. Support the Academic and AER (Admission Examination and Results) Wings for smooth functioning of the activities related to Master Programs run by the Institute and sorting the pending issues with University of Dhaka and other organizations, and work as head of Research Wing in absence of the Director;
4. Help Director in preparing the working paper and the minutes of the BoT/GB/meetings;
5. Follow-up and ensure implementations of all the decisions of the BoT/GB/overall internal coordination meetings and report to the Director on real time basis;
6. Supervise and monitor all construction and implementation works of the academic-cum-administrative building to be built by JICA or any other development Works;
7. Perform as adjunct faculty, engage in improving course curricula, deliver lectures materials, conduct classes, and conduct class assignments;
8. Assess and design demand-driven professional programs (Master/training course) whenever necessary;
9. Maintain communication and coordination with government especially with Cabinet Division, Ministry of Public Administration, Finance Division, and other related Ministries/Divisions/Directorates;
10. Liaise with non-government organizations, academic/research institutes in-country and abroad for enhancing and accelerating the image of BIGM;
11. Provide necessary support for arranging seminars/workshops/dialogues on public administration, public policy, and developmental issues;
12. Perform any other tasks assigned by the authority.


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Personal Secretary to the Director

1. Manage, update and preserve all documents of the office of the Director;
2. Receive and listing of all incoming letters/ documents/files and dispatch those to the concerned one;
3. Serve notices and distribute the minutes to all members of BoT, GB and Academic Committee;
4. Take note of the dictation of the Director, assist to prepare drafts of various letters/reports/lectures/presentations, and keep copies of all the letters for future reference;
5. Receive telephone/cell phones, take note of telephone messages, and communicate as required;
6. Maintain date, weekly program, schedule of the meeting, seminar, and appointment at various stages and take the necessary action as directed by the Director;
7. Communicate with various individuals/organizations for official work;
8. Coordinate all the functions of the office of the Director;
9. Make arrangements for the dignitaries and guests who came to visit Director;
10. Perform any other tasks assigned by the Director.

Computer Operator cum LDA

1. Operate computers and other hardware devices;
2. Determine the sequence of operations as a data entry operator in consultation with the IT team;
3. Maintain office equipment and adjust equipment settings;
4. Prepare all official letters and documents;
5. Maintain all documents, files, and information with confidentiality;
6. Take preventative measures against any malpractice/leakage of information;
7. Perform any other tasks assigned by the authority.

MLSS/Attendant

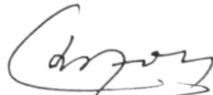
1. Arrive office before half an hour of office time to clean the rooms of the 'Director' and switch on the lights, fans and ACs as per necessity;
2. Deliver letters and document files from the 'Office of the Director' to relevant officials for necessary actions;


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3. Arrange refreshments for the guest as well as for the officers and faculties who come to visit Director's office as and when required;
4. Work promptly to provide any sort of support to the resource person /students during the session as and when required;
5. Perform any other tasks assigned by the authority.



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Academic Wing

1. Provide secretarial services to the Academic Committee (AC) formed under the rules of Dhaka University;
2. Run the Master of Public Affairs (MPA) programs in accordance with the guidelines of the University of Dhaka;
3. Prepare and update semester-wise academic programs/calendars for each academic year;
4. Update, prepare and publish the academic prospectus of BIGM;
5. Maintain, update and enhance the quality of the list of adjunct faculties;
6. Prepare/update the semester-wise contract documents for adjunct faculty;
7. Prepare semester-wise class schedules, communicate with faculty and students, and oversee the execution of class schedules;
8. Assign a Research Associate/Junior Faculty to communicate regularly with the respective adjunct faculty, prepare, maintain and update the roster for the adjunct faculty;
9. Take appropriate measures in place to ensure the desired level of students' attendance;
10. Maintain and update the database of current students and faculty of the BIGM;
11. Liaise with faculty on conducting class tests, course assignments, and mid-term examinations;
11. Schedule mid-term examinations and communicate with students and faculty accordingly;
13. Issue agreement letter for the adjunct faculties and guest faculties.
14. Introduce new academic programs in accordance with the Trust's objectives and need assessment;
15. Update existing course curricula with respective faculty/teachers on a regular basis;
16. (a) Develop and update the lecture materials of the MPA program regularly by BIGM faculty;
- (b) Facilitate regular updating of the lecture materials by the adjunct faculty; and
- (c) Preserve all lecture materials under the custody of the library;
17. (a) Invite guest speakers on relevant topics as per the request of the concerned faculty/ adjunct faculty;
- (b) Arrange public lectures on important issues by renowned personalities in the respective fields;
18. Guide students in selecting topics for term papers/theses and oversee the progress of


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- presentation/defense, completion and grading;
19. Facilitate timely receiving and evaluation of the answer scripts in coordination with the ‘AER Wing’ and jointly ensure publishing of the result of the final examinations;
 20. Resolve queries of students and adjunct faculty on academic issues;
 21. Develop a learning-friendly environment and ensure a suitable academic atmosphere;
 22. Encourage MPA students to conduct research on various micro and macro issues and publish research papers in any international peer-reviewed journal (if there is anyone interested) with the support of the ‘Research Wing’;
 23. Encourage the BIGM faculty to publish scientific papers in both local and international peer-reviewed journals and op-eds in English and Bangla national dailies;
 24. Keep on improving the quality of managing academic activities/ pedagogy and structuring course content;
 25. Develop effective communication among students and faculty by using ICT to facilitate online/virtual learning environments (e.g. chat, e-mail, video conference, discussion forum, collaborative workspaces, etc.) in coordination with the ‘Strategic Planning Wing’;
 26. Prepare, organize and ensure suitable mechanisms for effective synchronization of student-teacher communication and peer network;
 27. Communicate and coordinate with the ‘AER Wing’ to hold semester final and midterm examinations;
 28. Supervise and monitor physical/online classes for effective functioning;
 29. Provide adjunct faculty remuneration clearance to the ‘Managerial Services Wing’ after submission of the final grade sheets by the faculty;
 30. Facilitate regular and adjunct faculty evaluation by students using the Faculty Evaluation Report (FER) form twice (before mid-term and final examinations) for every course;
 31. Delegate faculty on request from the ‘AER Wing’ for invigilation in the final examinations;
 32. Arrange appropriate logistics for smooth functioning of classes and examinations (virtual or physical) with the support from the concerned wings;
 33. Maintain regular contact with the University of Dhaka for all academic purposes and communicate whenever it is necessary for running the programs;

34. Initiate the process of faculty recruitment, get it approved at the appropriate level, and ensure that it is properly advertised in all news media (print/electronic/social media) and recruitments are made with consultation with the 'Managerial and Service wing';
35. Publicize MPA programs using different communication tools (print/electronic/social media) with the help of the concerned wings;
36. Cooperate with 'Research Wing' to organize national and international seminars/ workshops (on campus or out campus);
37. Arrange summer and winter school camps/social recreation and diversions (on/off campus) in cooperation with other concerned wings;
38. Organize study-tour/outing in coordination with the other wings;
39. Maintain and update the data repository for students, faculty/adjunct faculty, guest speakers, and FER;
40. Arrange the inaugural/farewell program for the new students each year;
41. Develop and maintain internal communications via intranet bulletin boards and newsletters to keep all employees updated about the latest update of 'Academic Wing';
42. Prepare the annual report of the wing;
43. Perform any other tasks assigned by the authority.

Post wise distribution of work

Wing Chief (Academic)

1. Work as overall in-charge of the wing and held responsible for streamlining the activities of the Academic Wing effectively and efficiently in consultation with the Director, BIGM;
2. Prepare the annual work plan for the wing;
3. Guide and coordinate to prepare and update the academic calendar of BIGM;
4. Communicate and coordinate with the 'AER Wing' to hold admissions process of MPA students (advertisement, admission test, checking answer script, conducting viva voce, publish the result, student's enrollment and orientation) and holding examinations (mid-term, semester final);
5. Maintain correspondence and liaison with the office of the Dean of the Faculty of Social Sciences, University of Dhaka;


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6. Initiate the Annual Confidential Reports (ACR) of Assistant Professor/Deputy Director/ Assistant Director of the wing;
7. Prepare the annual report of the wing;
8. Perform any other tasks assigned by the authority.

Teaching: Professor/Associate Professor/Assistant Professor

1. Develop course curricula and deliver lectures materials, conduct classes, and take class assignments;
2. Prepare question papers, check answer script (mid-term and final);
3. Conduct research, fieldwork, investigations, and write up reports;
4. Publish research and op-eds, attend conferences, deliver presentations, and network with others;
5. Travel to other universities or academic settings to participate in learning opportunities and gain experience;
6. Participate in committee, departmental, and faculty meetings;
7. Provide training and mentor teaching assistants;
8. Review teaching methods and materials and make recommendations for improvement;
9. Assist in student enrollment, interviews, and academic counseling sessions;
10. Invigilate in examination hall;
11. Contribute to the creation of an environment that promotes growth, equality, and intellectual freedom;
12. Perform any other tasks assigned by the authority.

Academic: Deputy Director/Assistant Director/Senior Research Associate/ Research Associate

1. Assist Wing Chief to prepare and update semester-wise academic programs/calendars for each academic year;
2. Update, prepare and publish the academic prospectus of BIGM in consultation with the Wing Chief;
3. Maintain and update the list of adjunct faculties for the respective course of each semester;


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4. Prepare/update semester-wise contract documents for adjunct faculty;
5. Prepare semester-wise class schedules, communicate with the faculty and students concerned, and oversee the execution of class schedule;
6. Communicate regularly with the respective adjunct faculty and students, and oversee the execution of class schedule;
7. Take appropriate measures to ensure students' attendance;
8. Maintain the database of current students, faculty/adjunct faculty, guest speakers, and students' alumni of BIGM;
9. Liaise with the respective faculty on conducting the class tests, course assignments, and mid-term examinations;
10. Schedule mid-term and final examinations, and communicate with students and faculty;
11. Resolve queries of students and adjunct faculty on academic issues;
12. Develop effective communication among students and faculty by using ICT to facilitate online/virtual learning environments (e.g. chat, e-mail, video conference, discussion forum, collaborative workspaces, etc.) in coordination with the 'Strategic Planning Wing';
13. Monitor physical/online classes for effective functioning of academic activities;
14. Arrange all necessary logistics for class and examinations (physical or virtual) with the support of the concerned wings;
15. Maintain regular contact with the University of Dhaka for all academic purposes and communicate with the concerned ministries/divisions/ departments;
16. Publicize academic course/program-related activities using different communication tools (print/electronic/social media) with help of the concerned wings;
17. Assist Wing Chief to prepare the annual report of the wing;
18. Provide necessary support to other wings of the institute as and when required;
19. Perform any other task assigned by the authority.

Computer Operator cum LDA

1. Process computer documentation and reports as well as work as a data entry operator to update/rearrange the daily information;
2. Perform regular routine works and preserve files, records, and other documentation related


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to the ‘Academic Wing’;

3. Type necessary letters, reports, and different information to maintain all sorts of communication;
4. Maintain confidentiality of information, conserve computer equipment and ensure safety and security;
5. Perform any other tasks assigned by the authority.

MLSS/Class Room Attendant

1. Ensure presence before half an hour of the office starts cleaning the rooms of the ‘Academic Wing’ and switch on the lights, fans, and air conditioners as per necessity;
2. Deliver letters and document files from the ‘Academic Wing’ to relevant officials for necessary actions;
3. Supply class attendance sheet to students/resource persons and submit the class attendance sheet to the designated official after the class;
4. Extend the necessary classroom supports such as a microphone, pocket microphone, multimedia, computer, and boards with marker pens for the class so that the resource person can start their class immediately after entering the classroom;
5. Work promptly to provide any sort of support to the resource person /students during the class;
6. Perform any other tasks assigned by the authority.


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Admission, Examination and Result (AER) Wing

1. Maintain an effective communication role with potential students for enrollment;
2. Perform students' pre-enrolment-related activities such as the announcement of admission, fixing the admission test date, setting question papers, holding the examination, checking answer scripts, conducting viva voce, publishing the result, and completing the admission process;
3. Prepare the examination calendar for each academic year in coordination with the 'Academic Wing';
3. Form an Examination Committee for holding mid-term and final examinations for each course/program in coordination with the concerned wing;
4. Finalize the date of different examinations with the approval of the Controller of Examinations of the University of Dhaka;
6. Prepare examination routine, set the question papers, ensure the moderation of the question papers, maintain the sanctity and integrity of the questions, work as custodian of questions in coordination with the 'Academic Wing';
7. Ensure proper logistics for holding the examinations, make the seating plan (physical or virtual), and ensure appropriate examination invigilation;
8. Maintain correspondence and liaison with the office of the Dean of the Faculty of Social Sciences and the Controller of Examinations of the University of Dhaka;
9. Maintain contact and liaison with the 'Academic Wing' for eligible students to complete forms and other formalities ahead of mid-term and final examinations;
10. Ensure fair examination, but if anyone adopts unfair means it should be dealt with stringent measures;
11. Appoint the Tabulator of Examination to act on behalf of BIGM with prior approval from the University of Dhaka;
12. Prepare the attendance sheet and course-wise grade sheet and provide it to the related course teacher;
13. Ensure printing of the question papers exactly 15 minutes before the scheduled time of the respective course examination and deliver them to the examination halls on time;


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14. Collect the answer scripts and grade sheets from the course teachers on time for tabulation purposes;
15. Provide technical support, if necessary, to the persons assigned to perform the duty of grade sheet preparation and tabulation;
16. Extend all necessary support for upholding the integrity of the assessments, including the security of all assessed materials;
17. Ensure timely delivery of answer scripts to the course teachers concerned for evaluation;
18. Process the case of drop-out students to appear for make-up examination along with their readmission formalities;
19. Arrange for the publication of supplementary results with prior permission from the University of Dhaka;
20. Issue testimonials as required by the students;
21. Maintain and update the data repository related to 'AER Wing';
22. Perform alumni related activities and maintain the alumni database;
23. Develop and maintain internal communications via intranet bulletin boards and newsletters to keep all employees updated about the latest update of 'AER Wing';
24. Prepare the annual report of the wing;
25. Perform any other tasks assigned by the authority.

Post wise distribution of work

Wing Chief (AER)

1. Work as overall in-charge of the wing and held responsible for streamlining the activities of the 'AER Wing' effectively and efficiently in consultation with the Director, BIGM;
2. Prepare annual work plan of the wing;
3. Form the Admission Committee in consultation with the Chief of the 'Academic Wing';
4. Prepare the examination calendar of BIGM for each academic year;
5. Communicate and coordinate with the 'Academic Wing' for holding admissions process of MPA students (advertisement, admission test, checking answer scripts, conducting viva voce,


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publish result, students' enrollment, orientation) and examinations (mid-term, semester final) and publish results;

6. Maintain correspondence and liaison with the office of the Dean of the Faculty of Social Sciences and the Controller of Examinations of the University of Dhaka;
7. Maintain, update and preserve all sorts of data related to students' admission/enrollment, examination and result;
8. Issue testimonials as required by the students; Initiate the Annual Confidential Reports of Assistant Professors/ Deputy Directors/Assistant Directors of the wing;
9. Prepare the annual report of the wing;
10. Perform any other tasks assigned by the authority.

Admission: Professor/Associate Professor/Assistant Professor

1. Perform students' pre-enrolment-related activities, such as the announcement of admission processes and conduct any other admission related activities;
2. Process the case of drop-out students to appear for make-up examinations and complete their readmission formalities;
3. Perform alumni related activities and maintain an alumni database;
4. Perform any other tasks assigned by the authority.

Examination: Professor/Associate Professor/Assistant Professor

1. Finalize the date of different examinations with the approval of the Director, BIGM and the Controller of Examinations of the University of Dhaka;
2. Prepare examination routine, question paper, and ensure question paper moderation in consultation with the Academic Wing;
3. Hold admission tests mid-term and final examinations, check and evaluate answer scripts, conduct viva voce and tabulation in consultation with 'Academic Wing';
4. Organize examination hall, logistics and seat plan/setup (physical or virtual) and supervise examination invigilation;
5. Ensure personnel and management of the invigilation team;


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6. Take necessary steps to prevent the occurrence of any malpractice/ maladministration before, during and after examinations;
7. Ensure printing of question papers exactly 15 minutes before the scheduled time of the respective course examination and deliver them to the examination halls on time;
8. Ensure timely delivery of answer scripts to the concerned course teachers for evaluation;
9. Perform any other tasks assigned by the authority.

Result: Professor/Associate Professor/Assistant Professor

1. Form the 'Result Committee' of semester/final examination in consultation with the 'Academic Wing';
2. Appoint the 'Tabulator of Examinations' to work on behalf of BIGM with prior approval of the University of Dhaka;
3. Extend all necessary support for upholding the integrity of examinations/ assessments, including the security of all assessment materials;
4. Publish results with the help of the 'Academic Wing';
5. Arrange publication of supplementary results with prior permission from the University of Dhaka;
6. Perform any other tasks assigned by the authority.

Admission: Deputy Director/Assistant Director/Senior Research Associate/ Research Associate

1. Maintain close contact with the 'Managerial Services Wing' for admission announcement in due time;
2. Keep regular contact with potential students for enrollment;
3. Maintain liaison with the 'Academic Wing' for eligible students to complete forms and other formalities ahead of mid-term and final examinations;
4. Perform alumni related activities and maintain an alumni database;
5. Assist Wing Chief to prepare the annual report of the wing;
6. Perform any other tasks assigned by the authority.


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**Examination: Deputy Director/Assistant Director/Senior Research Associate/
Research Associate**

1. Organize and supervise examination invigilation, examination hall, logistics, and seat plan/setup (physical or virtual);
2. Prepare the attendance sheet and course-wise grade sheet and provide it to the related course teacher;
3. Ensure printing of question papers in physical presence of the Wing Chief exactly 15 minutes before the scheduled time of the respective course examination and deliver it to the examination halls on time;
4. Take all necessary steps for upholding the integrity of examinations/ assessments, including the security of all assessment materials;
5. Assist the Wing Chief to prepare the annual report of the wing;
6. Perform any other tasks assigned by the authority.

**Results: Deputy Director/Assistant Director/Sr. Research Associate/Research
Associate**

1. Assist the 'Wing Chief' to ensure the timely delivery of answer scripts to the concerned course teachers for evaluation;
2. Collect the answer scripts and grade sheets from the course teachers on time for the tabulation of examination results;
3. Provide technical support, if necessary, to the person assigned to perform the duty of grade sheet preparation and tabulation;
4. Assist the Wing Chief to publish result;
5. Support to prepare the annual report of the wing;
6. Perform any other tasks assigned by the authority.

Computer Operator cum LDA

1. Operate computers and other hardware devices;
2. Support admission, examination, and result works;
3. Determine the sequence of operations as a data entry operator in consultation with the IT team;


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4. Prepare all official letters and documents;
5. Maintain all documents, files, and information with confidentiality;
6. Maintain office equipment and adjust equipment settings;
7. Respond to faculty/students requests and problems;
8. Take preventative measures against any malpractice/leakage of information;
9. Perform any other tasks assigned by the authority.

MLSS/Class Room Attendant

1. Ensure presence before half an hour of office starting and keep classrooms and examination halls neat and clean and check all supplies are okay;
2. Check all supplies and equipment of classrooms and examination halls (light, ceiling fan, and AC) and keep ready;
3. Prepare the classrooms/halls by keeping clean, ensuring proper ventilation and lighting before and after the activity;
4. Check the security issue and ensure that all the equipment along with doors are properly closed as soon as the activities come to an end;
5. Aid teachers and students whenever it deems;
6. Arrange refreshments for the guest speakers as well as for the officers and faculties along with safe drinking water and inform authorities if any problem springs up;
7. Perform any other tasks assigned by the authority.

Research Wing

1. Formulate and update the research policy, research strategy as per the Trust Deed for conducting micro/macro research on a regular basis and place it before the Research Committee, whenever it is necessary;
2. Lead all research activities of BIGM in accordance with the research policy and research strategy;
3. Ensure coordination of research activities among the researchers and faculty;
4. Prepare a list of national priorities and carry out research on those;
5. Prepare the annual training calendar (research methodology, quantitative analysis, and programming) to be carried out by the wing;
6. Provide inputs for updating the academic course curricula of the ‘Academic Wing’, support term paper assessment of MPA programs, and assist in conducting classes;
7. a. Coordinate and conduct skill-based quantitative and methodological training programs, and undertake the tasks for -
 - (i) assessing the training needs, and (ii) updating training programs;b. Accordingly design or redesign training courses (R/Python/STATA/Research Methodology/Programming software, and any other training on advance mathematics, big data and machine learning on need base) and, implement, evaluate and validate;
8. Form the Research Committee and streamline it in such a way so that it to ensures the best quality and ethical issues throughout the research process;
9. Create and maintain a data repository (research data on micro and macro studies, and training related tasks of the research methodology, quantitative analysis, and programming courses) with the help of the IT section;
10. Accomplish the task of training completion, certification, and updating the Training Management System (TMS) software;
11. Prepare research updates on a regular basis, disseminate research findings and publish Research Catalogue and Research Glimpse on regular basis;
12. Publish research papers in recognized peer-reviewed journals produced by the researchers and faculty of the BIGM;

13. Produce op-eds on pressing national problems and development issues for publication in different national dailies;
14. Organize seminars, symposiums, and workshops on national policy-related issues at the BIGM;
15. Explore and prepare plans for capacity building programs, such as higher studies and short training within the country and abroad;
16. Participate in various national, regional, and international seminars, symposiums, workshops, and policy dialogues;
17. Support the 'Training Wing' for conducting classes and providing mentoring support to the participants/trainees with their analytical paper (draft policy papers and others) preparation;
18. Communicate with the relevant wings of BIGM for procuring necessary software (installing and updating the software), other logistics, and also library support for streamlining the activities of researchers;
19. Ensure timely publication of the Journal of BIGM and uphold its quality;
20. Establish and maintain constant relations and collaborate with the government, non-government institutions, the private sector, and research/academic institutions (national/international) for research projects, funds/grants, consultancies, and data support;
21. Update, refinement, implement, monitor, and evaluation of the broader research objectives of BIGM on a regular basis;
22. Establish a wider network including data science with reputed research/academic institutes/research platforms/researchers in-country and abroad;
23. Establish virtual research platform to equip researchers for future Bangladesh and the fourth industrial revolution (4IR) through collaboration with various data science and other relevant network.
24. Maintain and update the database of trainees of research methodology and quantitative training courses run by the wing;
25. Coordinate all activities related to planning and implementation of the training courses (sponsored/paid);
26. Arrange the inaugural and closing ceremony for the trainees of each batch;

27. Coordinate with reputed training and research institutions located within the country and abroad for professional linkages, exchange of ideas, training programs, and other mutually beneficial activities;
28. Participate in bids and submit Expressions of Interest (EOI) for research, consultancies, and external funds for research;
29. Provide necessary support to other wings of the institute as and when required;
30. Develop and maintain internal communications via intranet bulletin boards and newsletters to keep all employees updated about the research and training conducted by the wing;
31. Prepare resource materials (narratives and PPT slides) using comprehensive templates for the resource persons for training offered by BIGM following the training and research objectives of BIGM;
32. Prepare the annual report of the wing;
33. Perform any other tasks assigned by the authority.

Post wise distribution of work

Wing Chief (Research)

1. Work as the overall in-charge of the wing and held responsible for streamlining the activities of the wing effectively and efficiently in consultation with the Director, BIGM;
2. Coordinate research activities with all faculties/researchers;
3. Prepare the annual work plan and training calendar of the wing;
4. Identify the national priority areas for studies and research to be conducted in consultation with the Director;
5. Maintain and establish relations with the government, non-government institutions, private sector, and research/academic institutions (national/international) for the research projects, fund/grants, consultancy and data support;
6. Explore capacity building programs, such as higher studies and short training within the country and abroad for BIGM researchers;


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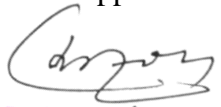
7. Communicate with the relevant wings of BIGM for funding, IT facilities (procurement and installation of updated software and other logistics), and library support for streamlining the activities of researchers;
8. Form the 'Research Committee' and streamline its functions for delivering quality output and maintaining ethical issues strictly throughout the research process;
9. Formulate and update the research policy, research strategy for conducting micro/macro research on a regular basis and place it before the appropriate committee for approval and guidance;
10. Supervise the research team, monitoring regularly and keep informed the Director about the progress of research updates;
11. Provide inputs for updating the academic course curricula of the 'Academic Wing';
12. Organize seminars, symposiums, and workshops on national policy-related issues at BIGM;
13. Arrange skill-based quantitative and research methodology training, and undertake the conception/updating of training programs, used assessment of training needs, course design and implementation (R/Python/STATA/Research Methodology/any other training on need-based/ demand-driven), evaluation and validation according to the training calendar;
14. Take the initiative to create and maintain a data repository with the help of the IT section;
15. Ensure timely publication of BIGM Journal and uphold its quality;
16. Prepare research updates on a regular basis and publish the 'Research Catalogue' and 'Research Glimpse';
17. Take necessary steps to participate in bids and submit EOI/RFP for research, consultancies, and external funds;
18. Coordinate and provide the necessary support to other wings of the institute as and when required;
19. Initiate ACR of the Research Fellow/Assistant Professor/ Research Associate of the wing;
20. Supervise and coordinate all activities related to planning and implementation of the training courses (sponsored or paid);
21. Establish a wider network including data science with reputed research/academic institutes/research platforms/researchers in-country and abroad;

22. Establish virtual research platform to equip researchers for future Bangladesh and the fourth industrial revolution (4IR) through collaboration with various data science and other relevant network.
23. Prepare the annual report of the wing;
24. Perform any other task assigned by the authority.

Senior Research Fellow/Research Fellow

1. Provide support to the Wing Chief to perform all responsibilities of the wing;
2. Engage in research activities and publish at least two research papers in recognized peer-reviewed journals;
3. Produce op-eds on pressing national and development issues for publication in different national dailies every year;
4. Participate in various national, regional, and international seminars, symposiums, workshops, and policy dialogues;
5. Assist the Wing Chief to organize seminars, symposiums, and workshops on national policy-related issues at BIGM;
6. Coordinate and conduct skill-based quantitative and research methodology training courses, and undertake the conception or updating of training programs, assessment of training needs, course design and implementation (R/Python/STATA/Research Methodology/any other training on need-based), evaluation and validation according to the training calendar;
7. Establish and maintain relations and collaborate with other educational/research institutions;
8. Manage and conduct primary research within BIGM on regular basis;
9. Coordinate to create and maintain a data repository with the help of the IT section;
10. Support the Editorial Board for timely publication of the BIGM Journal and uphold its quality;
11. Prepare research updates on a regular basis and publish the research catalog;
12. Support the ‘Training Wing’ for conducting sessions/classes and provide mentoring support to the participants/trainees for their policy paper preparation;
13. Support the Wing Chief for, research fund collection, participate in complicated and important negotiation of collaborative research/fund as well as submit EOI/RFP;
14. Provide inputs for updating the academic course curricula of the ‘Academic Wing’, support term paper assessment of Masters Programs, and extend support in conducting classes;


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15. Provide necessary support to other wings of the institute as and when required;
16. Perform any other task assigned by the authority.

Senior Research Associate /Research Associate

1. Conduct research (primary/secondary) on the national priority areas regularly;
2. Publish research papers in recognized peer-reviewed journals individually or with the guidance of senior researchers/faculties of BIGM;
3. Publish op-eds on pressing development issues in different national dailies;
4. Participate in various national, regional, and international seminars, symposiums, workshops, and policy dialogues;
5. Provide support to create and maintain a data repository with the help of the IT section;
6. Provide necessary support for timely publication of the BIGM Journal and uphold its quality;
7. Assist to prepare research updates on a regular basis and publish the research catalog;
8. Assist to arrange various meetings and academic discussions, and keeping all updated records of the Wing;
9. Participate in conducting skill-based quantitative and research methodology training programs (R/Python/STATA/Research Methodology/any other training on need-based), and work for future development of the course;
10. Assist and support the Wing Chief to evaluate and validate the quantitative training program according to the training calendar;
11. Support organizing seminars, symposiums, and workshops on national policy-related issues at the BIGM;
12. Provide inputs for updating the academic course curricula of the ‘Academic Wing’, support term paper assessment of Master Programs, and assist in conducting classes;
13. Support the ‘Training Wing’ for conducting classes and provide mentoring support to the participants/trainees for their policy paper preparation;
14. Provide necessary support to other wings of the institute as and when required;
15. Perform any other tasks assigned by the authority.

Computer Operator cum LDA

1. Operate computer, prepare documents/ reports as well as work as a data entry operator and keep update/rearrange the daily activities;


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2. Perform routine works and preserve files, records, and other documentation related to the wing;
3. Type letters, reports, and different information, and maintain all sorts of communication regularly;
4. Prepare and maintain the class attendance sheet of trainees and resource persons of the training conducted by the wing;
5. Take care of all computers and other computer equipment properly and ensure that switches of the fan, lights, ACs are off at the end of the office hour with the help of the IT sector;
6. Perform any other tasks assigned by the authority.

MLSS/Class Room Attendant

1. Ensure presence before half an hour of the office start and clean the rooms of the wing and switch on the lights, fans, and ACs as per the necessity;
2. Deliver letters, documents, and files from the 'Research Wing' to researchers/relevant officials of BIGM for necessary steps to be taken;
3. Supply training class attendance sheet to trainees and resource person and deposit the class attendance sheet to the concerned Research Associate after the class;
4. Provide necessary classroom supports, such as a microphone, pocket microphone, multimedia, computer, and boards with marker pens for the class so that the resource person can start class in due time;
5. Provide any other support such as drinking water, communicating with the concerned person, etc. for the resource person/trainees;
6. Perform day-to-day activities of the wing;
7. Perform any other tasks assigned by the authority.

Training Wing

1. Develop and implement training programs (both sponsored and non-sponsored) following the Trust Deed and the Standard Operating Procedure (SOP) for the training of the institute;
2. Assess the training needs for Human Resource Development (HRD) of the public and private sectors as per the mission and vision of BIGM;
3. Prepare the annual training calendar of the wing, accomplish training needs assessment exercises, frame training modules and make all necessary arrangements for operating different courses efficiently and effectively;
4. Take necessary steps for the appointment of members to the Course Management Team (CMT) and ensure nominations by the CMT for various training courses;
5. Ensure proper designing and implementation of the training courses by CMT and concerned officials as appropriate;
6. Ensure objective and professional evaluation of trainees, trainers, training curricula, and other training-related activities;
7. Maintain liaison with the Ministry of Public Administration (MoPA) or any other ministries (when applicable) in seeking the nomination of trainees to various training courses from the Bangladesh Civil Service (BCS) as well as with the different public and private sectors;
8. Spend funds as per the rules laid down by BIGM/Government for the smooth operation of different training programs;
9. Conduct follow-up studies of all completed training courses and prepare analytical evaluation reports;
10. Take appropriate action to exemplify the desired culture and philosophies of BIGM throughout each of the training courses;
11. Ensure the enrollment of trainees, their attendance and active participation, and delivery of session materials (hard/soft copy);
12. Accomplish the task of training completion, certification, and updating the Training Management System (TMS) software;
13. Liaise with different sponsor agencies for timely receipt of grants/funds;
14. Facilitate external and internal audits, physical verifications, and submission of periodical reports on financial matters associated with training;


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13. Invite nominations or applications from potential trainees from the public and private sectors through the BIGM website and any other relevant websites, digital and print media;
14. Maintain regular correspondence with the trainees/alumni and pave the way for their active participation in different courses;
15. Prepare progress reports of the training and share them with the sponsoring authority/organization as per requirement;
16. Maintain and update the data repository with the list of distinguished resource persons, trainers/lead trainers/co-trainers, mentors, and co-mentors, whenever it is applicable;
19. Ensure active and regular monitoring process of the training sessions;
20. Coordinate all activities related to planning and implementation of the training courses (sponsored or paid);
21. Arrange the inaugural and closing ceremony for the trainees of each batch;
22. Coordinate with reputed training and research institutions located within the country and abroad for professional linkages, exchange of ideas, training programs, and other mutually beneficial activities;
23. Develop and maintain internal communications via intranet bulletin boards and newsletters to keep all employees updated about the latest arts, techniques, and information on training;
24. Prepare the annual report of the wing;
25. Perform any other tasks assigned by the authority.

Post wise distribution of work

Wing Chief/Additional Director (Training)

1. Work as overall in-charge of the activities of 'Training Wing' effectively and efficiently;
2. Prepare the annual training calendar of the wing, frame training modules, and make all necessary arrangements for operating different courses timely;
3. Perform as Program Director of the Policy Analysis Course (PAC) and other management training with the support of the Skills for Employment Investment Program (SEIP) of the Finance Division;
4. Develop and maintain policy analysis and other management training programs following


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- the SOP of training activity;
5. Accomplish the training needs assessment exercise;
 6. Take necessary steps for appointment of members to the CMT (Course Management Team) and ensure nominations for various training courses of BIGM;
 7. Take appropriate measures to exemplify the desired culture and philosophies of BIGM through the training courses;
 8. Apprise the CMT about the progress of training programs regularly;
 9. Liaise with different sponsor agencies for timely receipt of grants/funds;
 10. Facilitate external and internal audits and physical verifications;
 11. Supervise and coordinate all activities related to planning and implementation of the training courses (sponsored or paid);
 12. Maintain liaison with MoPA in seeking the nomination of trainees for various training courses from the BCS cadre officials as well as with the different public and private sectors;
 13. Coordinate with reputed training and research institutions located within the country and abroad for professional linkages, exchange of views, training programs, and other mutually beneficial activities.
 14. Initiate the ACR of Deputy Director/ Assistant Program Director/ Training Coordinator of the wing;
 15. Prepare the annual report of the wing;
 16. Perform any other tasks assigned by the authority.

Deputy Director/Senior Research Associate/Research Associate/Training Coordinator

1. Ensure evaluation of trainees and trainers, training curricula, and other training-related activities as per the training objectives;
2. Plan, organize, facilitate and order supplies for training events;
3. Develop and maintain internal communications via intranet bulletin boards and newsletters to keep all employees updated about the latest arts and techniques of training;
4. Invite nominations or applications from potential trainees from the public and private sectors through the BIGM website as well as digital, electronic, and print media;
5. Maintain regular correspondence with the trainees/alumni and pave the way for their active


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- participation in different courses;
6. Conduct follow-up studies of all completed training courses and prepare evaluation reports;
 7. Prepare progress reports of all training courses and share them with the sponsoring authority/organization as per requirement;
 8. Maintain a database and update the list of distinguished resource persons, lead trainers, co-trainers, mentors, and co-mentors;
 9. Prepare the annual report of the wing;
 10. Perform any other tasks assigned by the authority.

Accounts Officer

1. Support the Wing Chief in managing all financial matters;
2. Administer financial transactions as the rules laid down by BIGM for the smooth operation of different training programs;
3. Prepare Statement of Expenditure and accounting reports;
4. Prepare reports of status, trends, and projections of SEIP accounts and other related documents;
5. Submission of periodical and annual reports on financial matters associated with training;
6. Perform any other tasks assigned by the authority.

Computer Operator cum LDA

1. Accomplish training related all activities (including completion and certification) and update the TMS software;
2. Prepare and circulate the routine of training sessions;
3. Perform any other tasks assigned by the authority.

MLSS/Class Room Attendant

1. Arrive office before half an hour of office time to clean the rooms of the 'Training Wing' and switch on the lights, fans and ACs as per necessity;
2. Deliver letters and document files from the 'Training Wing' to relevant officials for necessary actions;


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3. Supply attendance sheet to trainees/participants and resource persons as well as submit the class attendance sheet to the designated official after accomplishment of the task;
4. Extend the necessary training room supports such as microphone, pocket microphone, multimedia, computer, and boards with marker pens so that the resource person can start their session timely;
5. Work promptly to provide any sort of support to the resource person /students during the session;
6. Perform any other tasks assigned by the authority.


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Managerial Services Wing

Administration:

1. Accomplish all necessary administrative and financial tasks for the attainment of the vision and mission of BIGM;
2. Work as the custodian of all movable and immovable properties of BIGM;
3. Support every wing to implement the decisions of the Board of Trustees (BoT) or the Governing Body (GB);
4. Work as the official spokesperson of BIGM;
5. Manage the overall human resources of the institution;
6. Delegate job assignment to faculty/staff as per the SOP of the BIGM and delegate job assignment of staff to designate the leave substitute while someone is on leave;
7. Maintain regular liaison with MoPA or any other ministries/divisions of the government regarding all administrative and financial matters;
8. Communicate and maintain liaison with the ministries concerned or government offices, in particular, the Ministry of Finance, Office of the Chief Accounting Officer, DWASA, DPDC, BTCL, Bangladesh Ansar, and VDP, as well as other support and service providers for smooth functioning of the institution;
9. Provide administrative support, general welfare service (Welfare Fund), gratuity, and General Provident Fund (GPF) and other benefits and services to all employees, faculty, and students;
10. Serve notices and prepare working papers and meeting minutes of the institute, including Board Meetings, Governing Body Meetings, Academic Committee Meetings, Coordination Meetings;
11. Support to organize various types of meetings, seminars, and events of the institute;
12. (a). Procure works, goods and services in accordance with the procurement plan and as per the Public Procurement Rules (PPR)/Public Procurement Act (PPA), whenever applicable;
(b). Exercise financial power delegated by the Board;
13. Ensure the supply of all logistics and stationery to the employees, faculty, and officers for meetings, seminars, workshops, academic classes, and examinations;

14. Maintain staff records including personnel selection, recruitment and management, and career planning;
15. Inspect the admin store regularly and maintain the daily record of the stock ledger, asset register, and prepare an annual asset report to place before the Director/BoT, whenever applicable;
16. Maintain and supervise the transport facilities of the institution;
17. Recruit faculty/non-faculty employees with the recommendation of the BoT sub-committee;
18. Maintain issue and dispatch register on regular basis;
19. Form the Tender Opening Committee (TOC), Proposal Opening Committee (POC) Tender Evaluation Committee (TEC), Proposal Evaluation Committee (PEC) and Recruitment Committee;
20. Maintain and update information and data related to administration and finance;
21. Maintain and update organizational information and display on the noticeboard/website of the institute;
22. Receive letters, e-mails, faxes, and any other correspondence, registering and forwarding them to the concerned wing/faculty;
23. Process and implement physical development projects of the BIGM in accordance with the financial power and responsibility;
24. Maintain and monitor the canteen, kitchen and garden;
25. Ensure safety and security of the institution and its employees;
26. Prepare the annual report of the wing;
27. Perform any other tasks assigned by the authority.

Finance:

28. Prepare the budget estimates and annual budget as per the requirement of the institute and ensure timely and proper utilization of the funds and financial assets of BIGM;
29. Prepare the annual procurement plan;
30. Prepare, maintain and submit reports (including balance sheets, profit and loss accounts, and other progress reports) regularly to the concerned authorities;


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31. Maintain monthly accounts (i.e. salary, purchase of goods and services, students' admission fees, utility bills including invoices, liabilities, supplier bills, etc.), conduct regular operations such as banking transactions and facilities, and preserve all types of financial records/documents;
32. Operate different accounts of the institute with different banks and financial institutions;
33. Manage donations, funds, debts, and loans/advances of the institute and also income tax of the staff;
34. Support the government audit team and appoint an audit firm for examining the financial records of the institution;
35. Prepare financial reports with verification of all types of bills, vouchers, and financial transactions in order to inform the concerned authorities;
36. Preserve and maintain the petty cash of the organization safely;
37. Manage the provident fund, gratuity, and welfare fund of the staff of BIGM.

Maintenance and Development:

38. Manage and supervise all maintenance and developmental work of the institute;
39. Facilitate all construction work (including the JICA TA project or any physical development work);
40. Supervise and maintain the academic and administrative building, the campus (hall rooms, classrooms, and rental functions), canteen, kitchen and the garden of the institute;
41. Maintain and operate PABX phones for communication purposes.

Post wise distribution of work

Wing Chief/Additional Director (Managerial Services)

1. Work as overall in-charge of the wing and hold responsibility for streamlining the activities of the 'Managerial Service Wing' effectively and efficiently in consultation with the Director, BIGM;
2. Perform as adjunct faculty;


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3. Prepare the annual plan of the wing;
4. Prepare annual budget and revised budget and annual procurement plan as per the requirement of the institute;
5. Exercise financial powers as delegated by the BoT and the Director of BIGM;
6. Take care of the financial matters (accounting, audit, etc.) of BIGM;
7. Oversee and update all information/ data of administration and finance, and ensure its safe storage;
8. Supervise and monitor the work of the concerned Deputy Director and Assistant Director, inspect their office at least once a year and submit an inspection report to the Director;
9. Initiate ACR of concerned officials of the wing;
10. Prepare the annual report of the wing;
11. Perform any other tasks assigned by the authority.

Administration: Deputy Director/Assistant Director (Administration & Transport)

1. Assist the Wing Chief in discharging her/his responsibilities;
2. Deal with all matters related to personnel management, logistics, stationery, store, and transport;
3. Maintain records (electronic and hard copies) of all official and personal matters of the staff;
4. Assist the Wing Chief to prepare the procurement plan of the institute and procuring all types of goods and services;
5. Verify and maintain the store and ensure the proper distribution of goods/stationery/ various types of office supplies to all officers, faculty members, and staff as and when required;
6. Ensure regular services, welfare services for the faculty, officers, and employees of the institute;
7. Maintain and supply all kinds of logistic support services to classroom and office if and when required;
8. Schedule and monitor the responsibilities of the staff on leave;
9. Ensure regular servicing of all types of office supplies, equipment, and vehicles;
10. Verify all types of bill vouchers;


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11. Verify the store including purchased goods, stationery, and various types of office supplies;
12. Provide support to faculty, staff, and students in all academic, administrative, and service-related matters;
13. Provide logistics support to the faculty/adjunct faculty if and when required;
14. Supervise and monitor the vehicle related to all activities of the institute;
15. Examine and verify the respective budget head allocation before any procurement;
16. Provide necessary support in organizing various types of meetings/seminars/events of the institute;
17. Monitor the safety and security of the Institute in coordination with the Assistant Director (HR & Security) and caretaker;
18. Monitor the activities of caretakers and electricians, ensure cleanliness and overall safety of the campus;
19. Supervise the campus including the garden of BIGM premises;
20. Inspect the office premises regularly and submit an inspection report to Director, if necessary;
21. Initiate the ACR of the junior staff/employees of the institute;
22. Maintain necessary liaison with the concerned Ministries, Office of the Chief Accounting Officer (CAO), DWASA, DPDC, T&T, and various service providers for smooth functioning of the institute;
23. Facilitate the annual audit of the institute and fulfill the overall responsibility of completing the audit work;
24. Maintain responsibilities related to rental functions of all rooms and classrooms;
25. Work as a member of TOC, POC, TEC, PEC and Recruitment Committee of BIGM;
26. Store administrative information on the website with the support of the IT unit;
27. Coordinate all activities related to salary/ honorarium and tax certificates to the faculties;
28. Take steps to preserve important administrative information in the guard file;
29. Maintain leave account of all faculty/officers/employees;
30. Inspect classrooms and provide logistical support for the smooth functioning of classes before and after the commencement of academic activities;
31. Supervise the work of storekeepers, caretakers, electricians, office assistants, and drivers;
32. Provide appropriate logistical support in conducting meetings/seminars/workshops/ conferences etc.;


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33. Perform any other tasks assigned by the authority.

Assistant Director (HR and Security)

1. Perform all tasks related to recruitment, selection, merit rating, career planning, posting, transfer of the employees and lien, deputation, and contract services;
2. Support to assess the training needs for the capacity building of the employees and organize training programs accordingly;
3. Maintain service records of all staff;
4. Take appropriate measures for maintaining the overall security of BIGM campus and its establishments;
5. Maintain database of all employees and update it regularly;
6. Monitor and ensure campus security (including Ansar) in coordination with Caretaker;
7. Perform any other tasks assigned by the authority.

Officer (Assigned to office of the Director)

1. Assist the Deputy Director/Assistant Director (Administration & Transport/Finance) in all matters including manpower, finance, and logistics;
2. Help to maintain personal and employment records of all faculty, officers, and employees;
3. Support the concerned authority in all matters relating to procurement, verification of store goods, and distribution of stationery and other goods among the faculty, officers, and employees;
4. Preserve all administrative documents properly;
5. Provide support to faculty, staff, and students in all academic, administrative, and service-related matters;
6. Perform any other responsibility in the relevant matter assigned by the authority.

Front Desk Officer (Attached to PR)

1. Welcome visitors to the organization, listen to them, and provide assistance accordingly;
2. Record properly the details of all the arrivals in the registrar's book;
3. Receive all PABX phones;
4. Receive and maintain a register for all incoming letters and send them to the concerned wing;
5. Keep updates of all necessary information of the organization and save it in the front desk office;


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6. Perform any other responsibility in the relevant matter assigned by the authority.

Finance

Deputy Director/Assistant Director

1. Assist the Wing Chief in accomplishing her/his responsibilities related to financial issues;
2. Maintain financial assets and ensure accrued income to BIGM from the assets;
3. Liaison with the funding authorities of BIGM and prepare annual reports for submitting to the higher authority;
4. Prepare annual budget/revised budget of BIGM;
5. Assist the Wing Chief to implement the decision of the BoT regarding financial matters;
6. Prepare pay-roll entries, invoices, verify bank accounts;
7. Verify and preserve all types of financial documents of the institute;
8. Make arrangements for the payment of monthly salaries to all the faculty, officers, and employees;
9. Extent support to give honorarium and issue of tax-related certificates of the adjunct faculties;
10. Maintain a detailed account of utility bills including invoices to the Head of Accounts on a quarterly basis;
11. Maintain daily stock ledger after exclusion from total stock;
12. Work to prepare monthly accounts, budget estimates, banking transactions, assets, liabilities, and supplier bills;
13. Prepare balance sheet, profit and loss account, and other financial reports of the institute;
14. Maintain, manage and operate all accounts, cash, and bank transactions, money transfer statements, cash and fund transfers, stock records, surplus money, profit and loss account, tax and VAT;
15. Maintain and oversee the records of all types of tuition fees, examination fees, registration fees, and other fees;
16. Maintain and check the record of students' fees and identify the students whose payment is due and take necessary steps on time and follow them up;
17. Verify the relevant documents including the original voucher, bill, and any other supporting documents of financial transactions before recording them in the ledger;


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18. Maintain the financial funds and work as the custodian of financial documents;
19. Supervise Accountant/Accounting Officer of the institute and perform the duties of Accountant as and when required;
20. Maintain necessary communication with various financial institutions including banks;
21. Take care of the income and expenditure of the organization as per the budget allocation;
22. Preserve accounting documents and ensure proper completion of financial activities in all these matters;
23. Prepare monthly reports on donations, miscellaneous loans, debts, advances, income tax deductions;
24. Ensure the annual audit of the institute and provide necessary support and information to the audit team during the annual audit;
25. Perform any other tasks assigned by the authority.

Senior Accounts Officer/Accounts Officer

1. Maintain the institution's ledger in the spreadsheet on daily basis;
2. Post online deposits and cheques, receive cash on a daily basis;
3. Maintain payments received from students/clients regularly;
4. Preserve the list of deposit books and cheques of debit and credit;
5. Preserve daily records of collection and distribution of cheques and money transactions;
6. Check the payment status of student's tuition fees, maintain the relevant records and inform the concerned authority if any payment is due;
7. Prepare and submit a detailed account of utility bills including invoices to the Head of Accounts on a quarterly basis;
8. Maintain daily stock ledger after exclusion from total stock;
9. Take necessary action related to monthly accounts, budget estimate, banking facilities, assets and liabilities, supplier bills etc.;
10. Summarize the current financial status through a collection of income and expenditure information and prepare a balance sheet, profit and loss account, and other reports;
11. Manage, maintain and preserve all documents related to financial activities, Bank accounts, transactions, cash and fund transfers, payment of tax and VAT etc.;

12. Maintain and keep cash and account registers, all types of vouchers, cash books, checkbooks, bill registers, general ledgers etc.;
13. Prepare payroll entries, invoices, the position of bank account, annual budget, expenditure, and bank audit;
14. Maintain details of all types of financial transactions in the ledger and accounting software package;
15. Examine relevant documents including original vouchers and bills before preparation of vouchers;
16. Provide necessary information to the audit officer during the annual audit;
17. Prepare monthly report on donations, miscellaneous loans, debts, advances, income tax etc.;
18. Check and verify all financial transactions and supporting documents before recording them in the ledger;
19. Prepare banking transactions, balances, and details at the end of the month;
20. Take necessary steps to provide salaries of the faculty, officers, and employees within the first week following the financial rules;
21. Perform any other tasks in the relevant matter assigned by the authority.

Cashier

1. Provide assistance to the Accounts Officer in all related matters;
2. Operate the petty cash of the institution properly;
3. Ensure posting of cheques and cash received on daily basis and posting online deposit at the time of admission;
4. Maintain daily accounts of payments received from students/clients;
5. Preserve the list of deposit books and distributed cheques of debit and credit;
6. Ensure preservation of daily records and timely collection and distribution of cheques and money transactions;
7. Assist Senior/Accounts Officer to check the payment status of student's tuition fees and maintain the records;
8. Submit details of utility bills including invoices to the Head of Accounts on a quarterly basis;
9. Maintain daily stock ledger after exclusion from total stock;


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10. Manage and maintain the accounts of the organization, cash, bank transactions, money transfer statements, cash and fund transfers, stock records, surplus money, profit and loss account, tax and VAT etc.;
11. Maintain and keep updating money and account registers, all types of vouchers, cash books, bank books, bill registers, general ledgers etc.;
12. Create a database of all types of financial transactions in the ledger using an accounting software package;
13. Preserve all accounting documents and ensure completion of all types of financial transactions properly;
14. Prepare monthly report on donations, miscellaneous loans, debts, advances, income tax etc.;
15. Ensure the accuracy of the financial transactions and supporting documents before recording them in the ledger;
16. Perform any other tasks assigned by the authority.

Maintenance and Development

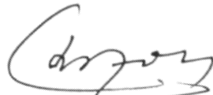
Sub-Assistant Engineer (Civil +Electrical)

1. Supervise all physical and construction works of the institute;
2. Prepare estimates for various types of construction and renovation works of the institute and get approval of higher authorities for implementation;
3. Take necessary steps for proper maintenance of all buildings along with the entire premise of the institute;
4. Take necessary steps to ensure uninterrupted power supply of the institute running round the clock;
5. Support the electrician in operating various types of equipment and electrical works of the institute;
6. Supervise and monitor the work of the electrician of the institute;
7. Perform any other tasks assigned by the authority.

Caretaker

1. Ensure overall safety, maintenance, and cleanliness of the institute;


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2. Monitor proper cleanliness of office rooms, classrooms and before resuming the office/ start of class;
3. Ensure proper cleaning of the rooms for board meetings, seminars, workshops, symposiums etc.;
4. Take necessary measures that all doors and windows of the office are opened before the start of the office, classes, and examinations and close all at the end of the office and save the master key;
5. Ensure smooth functioning of the office, classroom, and examination activities, chairs, tables, examination equipment, and other ancillary items in the proper place and mobilize MLSS and classroom attendants for this purpose;
6. Maintain a register to keep all furniture, equipment, and other items in the proper place;
7. Oversee and monitor the gardener's activities;
8. Maintain records of Ansars engaged in campus security and monitor their performance of their duties as per daily schedule;
9. Inform the authority as soon as possible about any security issues observed/happened;
10. Perform any other tasks assigned by the authority.

Storekeeper

1. Prepare and maintain the list/inventory of all types of office logistics of the Institute (e.g. all types of furniture, equipment such as computers, printers, photocopiers, etc.);
2. Put a number on each piece of furniture, equipment, and other goods according to the existing rules and regulations;
3. Keep a record and maintain a stock register of items/stationery/goods purchased;
4. Distribute goods/stationery/examination books to the concerned officers or staff as per the items/types on the basis of approved requisition/allocation and keep the requisitions for office records and inspection;
5. Prepare a list of miscellaneous items for office work and take initiative to procure them through the appropriate authority as per the official rules;
6. Store all used computer/electrical equipment/furniture and take necessary steps to dispose of out following the rule of the institution;


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7. Assist the concerned officer/employee to inspect and verify the inventory of goods kept in the store on regular basis;
8. Perform any other tasks assigned by the authority.

Computer Operator Cum LDA

1. Work as a data entry operator and type official letters and reports on the computer;
2. Perform routine/clerical work, save files, official records, and other documents;
3. Type letters, reports, and various information required for all types of communication;
4. Assist in academic and admission related work as required;
5. Perform any other tasks assigned by the authority.

Driver

1. Arrive at least half an hour before the commencement of duty/office to ensure that the vehicle is clean and tidy and after checking all the equipment, make sure that the vehicle is fit for use on the road;
2. Ensure timely arrival and departure of all employees awaiting transport and maintain a logbook properly;
3. Take proper care of the vehicles;
4. Inform the concerned authority in case of any problem with the vehicle and take appropriate action;
5. Keep the vehicle documents updated and inform the appropriate authority to renew any vehicle documents before expiry;
6. Perform any other tasks assigned by the authority.

Electrician

1. Ensure the safety and security of all electrical appliances such as generators, transformers, water pumps are turn on properly before the office starts and all arrangements for power supply are made;
2. Make arrangements to turn on the generator immediately in case of sudden power failure;
3. Ensure uninterrupted power supply during class/office time;


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4. Keep all air conditioners, circuit breakers, tube lights and bulbs in order. If anything is damaged or faulty it should be repaired as soon as possible;
5. Store carefully purchased electrical equipment, appliances and goods and preserve those in the store;
6. Ensure servicing of all appliances as and when required;
7. Perform any other tasks assigned by the authority.

MLSS

1. Attend the office half an hour before the commencement of office and wipe and clean the rooms of directors, officers, and staff and turn on the lights, fan, and AC as required;
2. Receive the postal file from the office of the Director and the concerned officers and deliver the letter to the concerned officers for taking necessary action;
3. Ensure that all the chambers of the officers are closed and locked at the end of the office;
4. Entertain the guest/faculty and officials of the institution with refreshments;
5. Perform any other tasks assigned by the authority.

Rider

1. Deliver all letters of the office to different places in time and bring back the copy of the same to the concerned department;
2. Perform any other tasks assigned by the authority.

Cleaner

1. Attend the office at least half an hour before the start of the office and clean the office premises and classrooms including the premises of the institute;
2. Clean the furniture and doors and windows of every office/classroom;
3. Keep the commode, basin, and looking glass of all other toilets clean and tidy in the office regularly;
4. Keep in place the soap, hand wash, toilet paper in all toilets/washing rooms;
5. Keep chairs, tables, and hand washing basins of the students in the cafeteria clean and tidy;
6. Take special care for cleaning before any special meeting/event;
7. Perform any tasks responsibility assigned by the authority.


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Gardener

1. Take care and nurture the institute's garden on regular basis;
2. Plant seedlings of different seasonal plants over the year and prepare flower seedbeds;
3. Collect saplings of flower/herbs/plants/trees from nursery/tree fair and in-plant properly;
4. Take care of trees and flower saplings, grafting, weeding, watering and manure, fertilizers, and pesticides on regular basis;
5. Maintain and take care of gardening tools and equipment properly;
6. Perform any other tasks assigned by the authority.


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Strategic Planning Wing

1. Explore and identify the strategic opportunities as stated in the Trust Deed of BIGM and also pertinent to the vision, mission, and objectives as outlined in the strategic plan of BIGM and take actions for attaining the goal;
2. Develop the strategic plan of BIGM, get it approved by the BoT and operationalized;
3. Develop a format of continuous monitoring and evaluation of the implementation of the strategic plan;
4. Formulate a strategy to enhance the image of BIGM to BoT, Governing Body, senior management, and the wider community;
5. Liaise, collaborate, negotiate and establish a communication process with academic institutions, research and development organizations, scholars, and other intellectuals both at home and abroad to enhance the institutional capacity and image;
6. Initiate, run and promote the institutional branding of BIGM and ensure the quality of internal and external communications, including print, audio-visual items, and other publicly disseminated materials;
7. Coordinate and refine the wing wise annual work plans as aligned with the strategic plan of BIGM;
8. Work as the nodal wing for technical assistance and other developmental support programs (i.e., issues related to the JICA TA and other development works, if any) of BIGM;
9. Develop and coordinate the activities of strategic programs and act as a focal point to the organizers/partner organizations/institute and funding agencies;
10. Arrange the official retreat program at the end of each year for strategic reflection and prepare new plans in consultation with respective wings;
11. Initiate the ACR of Deputy Directors/Assistant Directors/Librarian/IT officers of the wing;
12. Prepare the annual report of the wing;
13. Prepare and publish the annual report of the BIGM in coordination with all other wings;
14. Perform any other tasks assigned by the authority.

IT to take BIGM into the next era

15. Prepare and implement suitable plans and programs for the IT section of the institute, such as issuing calls for tenders, opening and evaluating tenders for purchasing IT materials, reviewing contracts with relevant vendors, coordinating purchases of hardware, software;
16. Manage technology services to meet the requirements of the other wings;
17. Develop IT service catalog offerings, service level agreements, and operating level agreements commensurate to the needs of the institute;
18. Develop, maintain and coordinate all the digital platforms of the institute, including the website, YouTube channel, Facebook, Twitter, and LinkedIn account;
19. Develop and maintain the website of BIGM towards maximizing the potential of the human resource and advancing technological usage to a higher level;
20. Perform any other tasks assigned by the authority.

Library as a Strategic Input to Knowledge

21. Prepare and update the appropriate plan, program, and service management of the library – such as cataloging library resources, record keeping, maintaining lecture materials, facilitating the library audit, preparing the budget and procurement plan, providing library service for users, etc. – with the help and support of the other wings;
22. Maintain liaison with national/international libraries;
23. Develop e-library facilities and digital storage of books, journals, and publications;
24. Maintain and update the “Bangabandhu Corner” of BIGM;
25. Perform any other tasks assigned by the authority.

Post wise distribution of work

Wing Chief/Additional Director (Strategic Planning)

1. Work as overall in-charge of the wing and hold responsibility for streamlining the activities of the Strategic Planning Wing effectively and efficiently in consultation with the Director, BIGM;


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2. Explore and identify the strategic opportunities pertinent to the mission, vision, and objectives of the BIGM and formulate policies for attaining the goal;
3. Prepare short, medium, and long plan/programs commensuration with the mission and vision of BIGM;
4. Perform all necessary steps in preparing the strategic plan of BIGM, operate knowledge management activities aiming at elevating BIGM as a national policy hub;
5. Prepare the annual work plan of the Wing;
6. Liaise, collaborate, negotiate and establish a viable network with academic institutions, research and development organizations, scholars and explore other avenues for broadening intellectual opportunities within home and abroad to enhance BIGM's institutional capacity;
7. Oversee all the activities of BIGM library;
8. Oversee all the activities of the IT unit of BIGM;
9. Arrange and implement an official retreat program at the end of the year for strategic reflection and prepare new plans for the upcoming year in consultation with all other wings;
10. Deal with all relevant issues related to the JICA TA project and other developmental support extended by different development partners;
11. Initiate the ACR of the concerned officials of the wing;
12. Prepare the annual report of the Wing;
13. Prepare and publish the annual report of the BIGM in collaboration with all other wings;
14. Perform any other tasks assigned by the authority.

Strategic Planning: Deputy Director/Senior Research Associate/Research Associate

1. Assist the Wing Chief in discharging his/her responsibilities;
2. Initiate, run and promote the institutional branding of the BIGM and ensure the quality of external communications, including print, audio-visual items, and other publicly disseminated materials;
3. Assist the Wing Chief to initiate necessary steps to uphold the image of BIGM to the BoT, GB, and the wider community/ stakeholders;
4. Develop and coordinate the development of strategic programs as a focal point between organizers/administrators of the programs and funding agencies;


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5. Assist Wing Chief to prepare the annual report of the Wing;
6. Perform any other tasks assigned by the authority.

Library

Senior Librarian/Librarian

1. Prepare necessary plans, programs and ensure effective service management of the library;
2. Maintain liaison with national/international libraries;
3. Maintain and update the 'Bangabandhu Corner' of BIGM;
4. Work as in-charge of the library-related activities on the website of the organization and update data regularly;
5. Collect course contents, session plan, handout, and lecture materials from the concerned faculty/adjunct faculty and preserve them in the library as file format;
6. Collect book list from the publishers and procure thereof with the necessary approval of the selection committee of books/Director of BIGM;
7. Collect recommended book list from the faculty members and take steps for procuring;
8. Develop e-library facilities and digital storage of books, journals/ publications;
9. Facilitate the library auditing;
10. Create and maintain an enabling and student-friendly learning environment and support them with reference books/documents;
11. Prepare annual budget and procurement plan of the library;
12. Ensure online availability of subject-wise learning materials of BIGM and take necessary steps to access among the faculties and preserve them in the library;
13. Buy useful books/journals/periodicals/government documents with the approval of the Director, BIGM, and make sure the availability as requirements of the faculty;
14. Maintain liaison with the University of Dhaka and other institutions and collect their publications;
15. Provide library service for users with the help and support of the other wings;
16. Perform any other tasks assigned by the authority.

Cataloguer/Classifier

1. Catalogue library resources and keep updated records;
2. Provide library service for users;


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3. Perform any other tasks assigned by the authority.

IT Unit

System Analyst/Deputy System Analyst

1. Prepare and implement suitable plans and programs for the IT section of the institution;
2. Develop, maintain and coordinate all the digital platforms of the institute, including the website, Facebook page, and Twitter account and regular updating thereof;
3. Maintain and supervise the computer system and network of the institution;
4. Establish computer system and configuration, identification and repairmen of the default hardware and software, and take necessary measures for removal of technical faults and practical error;
5. Develop and design the website of the institute and ensure its operationalization;
6. Ensure appropriate networking and congenial internet services to the faculties/students and data backup;
7. Ensure appropriate management of the IT technologies;
8. Develop IT Service Catalogue offerings, Service Level Agreements, and Operating Level Agreements commensurate with the needs of the institute;
9. Provide and ensure technology services to meet the requirements of the other wings;
10. Ensure smooth operation of digital, electrical, electronic devices and apparatus of BIGM and take all necessary action relating to the procurement of hardware and software and other services;
11. Explore and introduce new applications for the updated versions of computers and other electronic devices;
12. Create users' accounts with passwords and users' profiles;
13. Provide necessary IT support to prepare the annual academic plan and its implementation;
14. Provide IT support to the Director and faculty members of BIGM to perform their daily activities as and when required;
15. Provide IT support to the invited senior bureaucrats, VIPs/guest speakers and keep a record of their deliveries online/offline;

16. Provide day to day support to the academic activities, sending lecture notes to the students through e-mail as required for the different semesters;
17. Perform any other tasks assigned by the authority.

IT Officer (Hardware and Software)

1. Assist the System Analyst/Deputy System Analyst in discharging his/her responsibilities;
2. Provide IT support during class/training session/admission test and keep records of the students;
3. Identify defaults of the ICT equipment and report for replacement, if necessary;
4. Perform any other tasks assigned by the authority.

Computer Operator Cum LDA

1. Operate computers and support official works;
2. Support library section in documentation of books and journals;
3. Perform any other tasks assigned by the authority.

Photographer Cum Videographer

1. Capture photographs/videos of different events, setting up lights at the event venue;
2. Arrange and manage photography/videography sessions;
3. Maintain and manage photography/videography equipment;
4. Edit photos/videos;
5. Submit photos/videography to appropriate persons/authority concerned;
6. Perform any other tasks assigned by the authority.

MLSS/Class Room Attendant

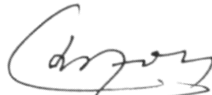
1. Ensure presence before half an hour of the office start and clean the rooms of the ‘Strategic Planning Wing’ and switch on the lights, fans, and ACs as per the requirement;
2. Deliver the letters and document files from the wing to the relevant officials for necessary actions;
3. Provide necessary IT support at the classroom/computer lab;
4. Support to maintain reading environment of the library;
5. Arrange boards with microphones, pocket microphones, multimedia, computers, and marker pens in all the classrooms enable to conduct uninterrupted classes;
6. Perform any other tasks assigned by the authority.


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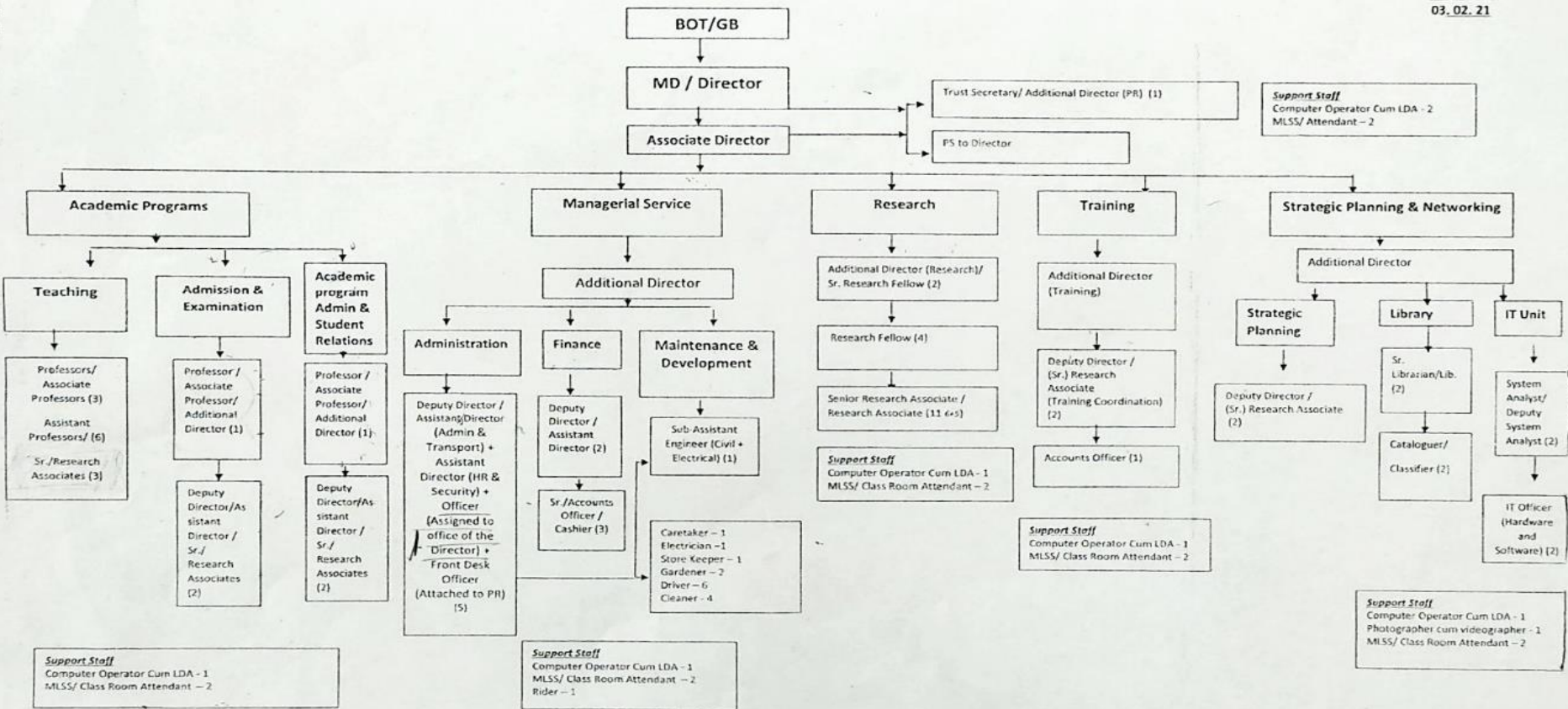


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Annexure 1: Organogram of BIGM

Proposed Organogram of BIGM

3rd Draft
03.02.21



Handwritten signature

Signature
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Sr Research Fellow
Bangladesh Institute of
Governance & Management

Signature
Dr. Mohammad Tareque
Director
Bangladesh Institute of
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Bangladesh Institute of Governance and Management (BIGM)

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A handwritten signature in black ink, appearing to read "Krishna Gayen", is written over a light blue circular background.

Dr. Krishna Gayen
Sr Research Fellow
Bangladesh Institute of
Governance & Management

A handwritten signature in black ink, appearing to read "Mohammad Tareque", is written over a light blue circular background.

Dr. Mohammad Tareque
Director
Bangladesh Institute of
Governance and Management (BIGM)