

Director of Planning and Development European University of Bangladesh



Vacancy: 1

Job Context

European University of Bangladesh (EUB) is one of the leading Universities in the private sector. We are looking for a competent Director of Planning and Development (P&D).

Duties and Responsibilities:

- 1.1 Plan, organize, execute and control the activities of the Planning and Development Section.
- 1.2 Prepare short, medium and long-term physical plans for the university in keeping with the Mission and Vision of the university.
- 1.3 Prepare the various work plans, identify the strategies and get the approval of the Authority.
- 1.4 To help the University in selection of the contractors, suppliers, vendors etc. and monitors their activities.
- 1.5 Procurement and development of land, construction of building, finishing, delivery etc.
- 1.6 To design innovative programmes and help implement those specially in the new area of expansion of the University.
- 1.7 To prepare plan, undertake studies and prepare reports on various issues and present them.
- 1.8 To represent the varsity within the university and outside.
- 1.9 To help the academic Departments in running their various activities including Event Management, Decoration of Classroom, Auditorium etc.
- 1.10 To carry out other activities, programmes as and when required by the varsity.
- 1.11 Disposal and treatment of waste of DCC and other City corporation, setting up and operation of Bio-Gas Plant, land utilization plan and so on.
- 1.12 Communicate with different Local Govt. Bodies including Power Department Authority, WASA etc. to dispose the related matters.

Employment Status: Full-time

Educational Requirements:

- Bachelor Degree in Electrical and Electronics Engineering/Civil Engineering from a reputed University.
- Master Degree in the relevant field will be given preference.

Experience Requirements:

- At least 12 (twelve) years of total experience of which at least 06-08 years at a senior level of administration in a reputed organization.
- Proficiency with computers.
- Work Experience with private/public universities.

Job Location: Mirpur, Dhaka

Application Deadline: 30st June 2024.

Apply Procedures

Email

Send your CV to info@eub.edu.bd

And Hard Copy

Applicant are requested to apply with full CV, a signed application, attested photocopies of all academic & experiences records, and 2(two) copies of recent passport size photographs within 30.06 .2024 to Registrar, European University of Bangladesh (EUB) , Permanent Campus: 2/4, Gabtoli, Mirpur, Dhaka-1216.

Registrar
EUB