**Requirement**

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| **Job Title:** | Residential officer |
| **Office:** | Office of the Dean, FE |
| **Location:** | Ashulia campus, DIU |
| **Office Hours:** | 48 hrs/week |
| **Remuneration:** | As per prevailing rule of DIU |
| **Last date to Apply:** | December 11 |
| **Responsibilities:** | Given Below |
| **Person Specification** |

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| **Attributes** | **Minimum/Essential** | **Desirable** | **Assessed Through** |
| Experience | N/A | Non-formal/Formal | A/I |
| Knowledge/Skills | * Bangla and english typing using a computer and smart-phone.
* Able to compose mathematical equations and use other special symbols required in engineering education.
* Able to produce quality sketches/figures using productivity softwares/ICT tools.
* Able to use new productivity softwares/ ICT tools.
* Able to use voice to text and text to voice converting softwares (bangla and english)
* Able to translate english to bangla and bangla to english using ICT tools.
* Well-developed interpersonal and communication skills
* Awareness of Health & Safety practices and guidelines
 | * English 35 WPM, Bangla 15 WPM
* Demonstrate the use of the voice to text converting software.
* Awareness of the university's education and management Framework.
* Dealing with conflict situations
* Report writing
* Awareness to serve students and teachers
 | A/I |
| Qualifications and trainings | * Graduate (not mandatory)
* Consideration will be given to candidates who may not hold the essential qualifications but who can demonstrate equivalent experience and/or a willingness to achieve the qualification on appointment
 | * ICT and education related background.
 | A/C/I |
| Aptitudes and Abilities | * Willingness to undertake additional training and attend staff development days as necessary to fulfil requirements of the role
* Flexibility within work patterns
* Positive towards improving quality
* Working well within a team
 | * A respect for independence of individuals and their right to self determination and to take risks
 | A/I |
| Disposition, attitude and motivation | * Understanding of safeguarding for our students and a commitment to safe practice
* Commitment to equality and diversity and its active promotion
 |  | A/I |
| Additional/other | * Work in Ashulia campus and reside within the campus.
 | Candidates from rural and outside Dhaka preferable. |  |

**Assessed Through’ key: A: Application I: Interview T: Task/test C: Certificates**

Note: This job description covers the main, current duties and responsibilities of the job; however, it is subject to review and amendment in the light of developing or changing organizational needs. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.

* Minimum/Essential criteria are those attributes required of the Job Holder without which an appointment cannot be made.
* Desirable criteria are those attributes which would be useful, but not essential, for appointment.

**Note: If fulfilled the mentioned criteria then send your application to**: **eeeoffice@daffodilvarsity.edu.bd** **or** **eeeoffice2@daffodilvarsity.edu.bd**