

Recruitment Notice



Bangladesh Research and Education Network (BdREN) Trust is a non-profit organization engaged in operating and maintaining the only National Research and Education Network (NREN) in Bangladesh. The principal objective of BdREN is to facilitate Internet and Data Connectivity as well as to provide Computerized Applications and Services support to the Higher Educational Institutions and Research Community of Bangladesh. It is working in close collaboration with University Grants Commission (UGC) of Bangladesh. An independent eleven-member Board of Trustees is sitting at the helm of the organization which is chaired by the honorable Chairman of UGC. Details of BdREN is available at <https://www.bdren.net.bd>. Currently it is seeking applications, to fill in the following vacancies, from young, energetic, dynamic and prospective candidates who fulfill the eligibility criteria as mentioned below:

❖ **Position:** Assistant Manager-Business Development [Level-5]

Bachelor Degree in Marketing/ Management/ Finance/ Accounting/ MIS/ Business Administration from any reputed university of Bangladesh or abroad (all foreign degrees must have equivalence certificates).

- ❖ The candidate having an MBA in Marketing will be given preference.
- ❖ Knowledge on Telecom or Datacom, product/ services marketing will be considered as an added qualification.
- ❖ Age Limit: Maximum 30 Years.

Salary: BDT 45,000/- (Forty-five Thousand)

Vacancy: 01

Terms of Reference:

Job Title: Assistant Manager, Business Development [Level 5]

Primary Reporting Authority: Deputy Manager (Finance & Accounts) [Level 4]

Staff who will report to him/her: None

Deliverables:

- Presentations/Reports/Letters or any other activities as assigned by BdREN authority from time to time
- Service delivery as per functional responsibilities

Functional Responsibilities

- ❖ Liaison with BdREN Users to ensure potential needs and solutions are being identified, explored and met.
- ❖ Ensure the collection of bandwidth fee, Annual Membership fee with issuance of invoices periodically
- ❖ Update membership list at BdREN web portal regularly

- ❖ Pursuing new institute for BdREN membership and approach them to subscribe BdREN services
- ❖ Generate trend setting ideas for BdREN by examining best practices in the industry
- ❖ Explore new opportunities and services to be introduced in BdREN
- ❖ Convince relevant stakeholders for establishment of BdREN Services
- ❖ Design and prepare business opportunities for the sustainability of BdREN
- ❖ Attend conferences, meeting and other industry and university events and report to the authority accordingly
- ❖ Develop, write and edit marketing and communications materials, including press release, blog posts and social media content
- ❖ Promote communication and marketing materials through appropriate social channels
- ❖ Track analytics and creating reports detailing successes and failure of communications campaigns
- ❖ Ensure that all communications and marketing materials aligns with brand standards
- ❖ Maintain digital media archives including photos and videos
- ❖ Work with operation team members to conceptualize and implement communications strategies and campaigns
- ❖ Utilize the best practice of main social media channels including Facebook. LinkedIn. Instagram etc.
- ❖ Liaise with regulatory/Administrative authority pertaining to legal/regulatory matters
- ❖ Help Deputy Manage/ Manager (Finance & Accounts) in developing the Annual Activity Plan, Resource requirement and in implementing those plans
- ❖ Perform other duties that may be assigned by Deputy Manager/ Manager - (Finance & Accounts)

N.B.: Minimum commitment of 2 (two) years of service in BdREN is obligatory.

❖ **Position:** Office Support Staff [Level-8]

Educational Qualification: Minimum SSC or equivalent certificate from any approved educational institute.

- ❖ 4 Years proven experience as back & front office assistant or in relevant supportive role.
- ❖ Age: Maximum 30 Years (Age may be relaxed for experienced candidate)
- ❖ **Salary: BDT 20,000/- (Twenty Thousand)**

Vacancy: 01

Job Title: Office Support Staff

Primary Reporting Authority: Assistant, Manager, HR & Admin

Staff who will report to him/her: None

Deliverables:

- ❖ Service delivery as per functional responsibilities

Functional Responsibilities

- ❖ To perform miscellaneous duties as assigned by the superiors.
- ❖ To work under the guidance of the Assistant, Manager, HR & Admin and provide support to BdREN officials.
- ❖ To be available and accessible throughout the day on emergency.
- ❖ To maintain security of the office.
- ❖ To carry out day-to-day activities assigned by the BdREN officials.
- ❖ To carry out any other responsibilities which are to be given by the superior for the interest of the BdREN.

Instruction to Applicants:

- Please click <https://erecruitment.bdren.net.bd>
- Press “Apply now” button for the post you want to apply.
- Fill the Application form with valid information for all required fields, photograph and signature.
- Upon submission of the form, you will receive an email. Following the payment instruction, pay your application fee (in case you miss the email, please contact us at erecruitment@bdren.net.bd).
- After the payment you will receive a “TxnId” from Rocket. To complete the application, provide that “transaction id” on your payment instruction page.
- Upon submission of your “TxnId”, you will receive a confirmation SMS of your application within 24 hours.

Last date of Submission of Application: January 04, 2021.

Payment Instruction:

- Payment Instruction (From Rocket): Dial *322# from Mobile and follow the bellow instruction:
 1. Choose option 1 for Bill Pay
 2. Choose option 1 for Self or 2 for Other
 3. If you select option 2 on last screen: You will be on screen 3- Enter Payer’s Mobile No: ***** / If you select option 1 on last screen: You will be on screen 4
 4. Choose option 0 for Other
 5. Enter Biller ID: 2822
 6. Enter Bill Number: *****
 7. Enter Amount: 1,000.00 (One Thousand Taka) for Level-5 & BDT. 500.00 (Five Hundred) for Level-8
 8. Enter Pin Number: ****



Screen 1:

- 1. Bills Pay
- 2. Send Money
- 3. Top Up/Telco Service
- 4. Bank A/C
- 5. My Acc
- 6. Remittance
- 7. Cash Out
- 8. Marchant Pay
- 9. Toll Card
- 0. Logout

Select 1 for Bills pay.

Screen 2:

- 1. Self
- 2. Other

Select 1 for Own Payment
Select 2 for Payment of Someone else.

Screen 3:

Enter Mobile Number:

Enter Mobile Number if you select option 2 on last screen.

Screen 4:

- 1. DESCO
- 2. BTCL
- 3. DPDC
- 4. Dhaka WASA
- 5. Palli Bidyut
- 0. Other

Select "0" for (BdREN Trust)

Screen 5:

Enter Biller ID

2822

(BdREN Trust)
4 Digit Biller ID Issued By Rocket.

Successful Sms:

Tk.***.** paid to (BdREN Trust)
" ID: ****, Bill No: *****
Txn ID: *****
Date: 12-Feb 20 02:22:21 pm.

SMS from 16216 for Successful Payment.
Request to keep SMS for future reference.

Screen 9:

Enter Pin Number

Enter your 4 digit Pin number to confirm

Screen 8:

Enter Amount

Enter Amount fixed by (BdREN Trust)

Screen 6:

Enter Bill Number

Type Bill No (BdREN Trust)