

Recruitment Notice



Background:

BdREN is the sole National Research and Education Network (NREN) of Bangladesh, connecting institutes for science, research and higher education. Through TEIN we are connected to other NRENs in Asia and the rest of the world, collectively referred to as the Global Research and Education Network (GREN). 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 the University Grants Commission (UGC) of Bangladesh. An independent eleven-member Board of Trustees are sitting at the helm of the organization which is chaired by the honorable Chairman of UGC. 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:

1. **Position:** Software Programmer [Level-5] **Vacancy: 01**

Education Qualification: Bachelor Degree in Computer Science / Computer Science & Engineering/ Software Engineering from any reputed university of Bangladesh or abroad (all foreign degrees must have equivalence certificate).

Required Qualification and Experience:

- The candidate should have the “Basic” level of knowledge in Software Testing, Design Patterns, Software Architecture, Software Deployment in VM like AWS/Azure etc, Software Repository Management like GitHub.
- The candidate having “Advanced” level of knowledge in coding using php/mysql, java and dotNET, Python/PERL and having knowledge in configuring Apache and NGINX will be given preference.
- Knowledge on DevOps will be a plus.

Age Limit: Maximum 30 Years.

Salary & Benefits:

- Monthly consolidated remuneration of BDT 45,000/- (Forty-five Thousand) only which will be 55,800/- (Fifty-five Thousand eight Hundred) after the successful completion of the one-year probation period.
- Two festival bonuses (each equal to monthly basic salary)
- Baishakhi Allowance (20% of the monthly basic salary)
- Contributory Provident Fund, Gratuity, Welfare Fund, Earned Leave, Foreign Tour and training, Group Insurance.
- TA and DA as per BdREN rules

Functional Responsibilities:

- Code, test and troubleshoot application or functions utilizing the appropriate hardware, database and programming technology.
- Install new application or modify existing applications and software [integration of software development and third-party programs], upgrade existing versions of software, identify future hardware, application and software.
- Evaluate simple interrelationships between programs such as whether a contemplated change in one part of a program would cause unwanted results in a related part.
- Repair and troubleshoot software failure.
- Analyze performance of application and take corrective measures based on consultation with users and approval of supervisor.
- Modification or upgradation of existing system and software

- Write and maintain programming documentation.
- Document programming problems and resolutions for future reference.
- Confer with users to gain understanding of needed changes or modifications of existing programs.
- Data Security and Data Protection and supporting applications for ensuing that purpose.
- Assist in preparing Data backup policy and perform backup operations.
- Maintain and operate different servers & applications, upgrade Operating System, application and apply available patches, provision resources to the customers, manage accounts, Billing & invoice, ERP system and Cloud management system.
- Communicate with the stakeholders and provision resources to them.
- Maintain confidentiality with regard to the information being processed, stored or accessed.
- Work as a team member to design algorithms and flowcharts in Agile methodology
- Perform other related duties as assigned by the authority.

2. **Position:** Network Engineer (NOC) [Level-5] **Vacancy:** 01

Job Type: Contractual

Education Qualification: Bachelor Degree in Electrical & Electronics/ Computer Science & Engineering/ M.Sc. in Applied Physics & Electronics from any reputed university of Bangladesh or abroad (all foreign degrees must have equivalence certificate).

Age Limit: Maximum 30 Years.

Salary & Benefits:

- Per month Consolidated Salary of BDT 50,000/- (Fifty Thousand) only
- Two festival bonuses (each equal to 50% of the monthly salary)
- Baishakhi Allowance (10% of the monthly salary)
- TA and DA as per BdREN rules

Required Qualification and Experience:

- Fundamental understanding of communication protocols (mainly TCP/IP) and routing protocols (e.g. BGP, OSPF).
- Knowledge of identifying optical fiber faults using OTDR, Power Source and Power Meter
- Knowledge Fault Ticketing System, ability to generate and handle Tickets, Knowledge in Opening, Updating and Closing Tickets.
- Fundamental knowledge in performance monitoring process and ability to diagnose server or network alerts, events or issues.
- Fundamental Knowledge on alerts or malfunctions in hardware, software, and internet environment and ability to determine the cause of a problem when an alarm is generated.
- Fundamental knowledge on problem troubleshooting, problem impact
- Knowledge on excellent time management and ability to handle multiple concurrent tasks and projects with minimal supervision.
- Ability to work with flexible schedule (working in General, Morning, Evening and Night shift)

Functional Responsibilities:

- Respond to requests for technical assistance in person, via phone, electronically
- Diagnose and resolve technical hardware and software issues
- Research questions using available information resources
- Advise user on appropriate action
- Follow standard help desk procedures
- Log all help desk interactions
- Administer help desk software
- Redirect problems to correct resource
- Identify and escalate situations requiring urgent attention

- Track and route problems and requests and document resolutions
- Prepare activity reports
- Inform management of recurring problems
- Stay current with system information, changes and updates
- Work with the relevant stakeholders and the team to carefully plan, design and deploy with continual improvement in service quality.
- Communication protocols (mainly TCP/IP) and routing protocols (e.g. BGP, OSPF).
- Identify optical fiber faults using OTDR, Power Source and Power Meter
- Generate and handle Tickets, Knowledge in Opening, Updating and Closing Tickets.
- Diagnose server or network alerts, events or issues.
- Determine the cause of a problem when an alarm is generated.
- Problem troubleshooting.
- Handle multiple concurrent tasks and projects with minimal supervision.
- work with flexible schedule (working in General, Morning, Evening and Night shift)
- Ensuring a high level of stakeholder focus (internally and externally) with due care and attention to stakeholder priority issues and appropriate levels of client communications
- Ensuring maximum client satisfaction for both internal and external stakeholders
- Ensuring that all software and hardware are kept up to date with the latest patches
- Maintain strict compliance with SOP
- Carries out any other responsibilities which are to be given by the superiors to the interest of the BdREN

3. Job Title: Network Engineer (Campus Network Maintenance Project) (Level-5) **Vacancy:** 01
Job Type: Contractual

Education Qualification: A bachelor degree in Electrical & Electronics/ Computer Science & Engineering (4-year degree) / M.Sc. in Applied Physics & Electronics or graduation in any equivalent subject from any reputed university in Bangladesh.

Age Limit: Maximum 30 years (on the last date of submission of Application) having Bangladeshi nationality (the age limit may be relaxed up to 32 years for the experienced candidate).

Salary and benefits:

- Per month Consolidated Salary of BDT 50,000/- (Fifty Thousand) only
- Two festival bonuses (each equal to 50% of the monthly salary)
- Baishakhi Allowance (10% of the monthly salary)
- TA and DA as per BdREN rules

Required Qualification and Experience:

- Prior experience in network and system design, deployment, monitoring, and maintenance would be an added advantage.
- Prior experience in 19-University, campus network maintenance and troubleshooting especially configuration of Juniper Devices, Fortinet Devices like Forti Switch (PoE & Non-PoE), FortiGate Firewall, Fortinet Wireless Controller & AP, Forti Voice (Voice Gateway & IP Phone) etc. will be given preference.
- Candidate shall have prior knowledge on Optical Fiber Cable and passive networks like UPS and power systems.

Functional Responsibilities:

- Assist in the configuration of network devices and servers, implementation of the network monitoring system, network design, preparation of technical specifications, technical evaluation, implementation of new network services and troubleshooting network and its services to BdREN member institutions.
- Respond to requests for technical assistance in person, via phone or electronically

- Diagnose and resolve technical hardware and software issues, especially for campus network-related issues.
- Advise the user on appropriate action
- Maintain and supervise Campus Network Spare parts store and keep track of all returns and replacement products.
- Visit to different university campuses throughout the country.
- Stay current with system information, changes and updates
- Work with the relevant stakeholders to carefully plan, design and deploy with continual improvement in service quality.
- Use communication protocols (mainly TCP/IP) and routing protocols (e.g. BGP, ISIS, OSPF).
- Identify optical fiber faults using OTDR, Power Source and Power Meter
- Generate and handle Tickets
- Diagnose server or network alerts, events or issues.
- Determine the cause of a problem when an alarm is generated.
- Troubleshoot problems especially campus network maintenance issues.

Expected Attitudes:

- Ability to visit remote BdREN member institutions located across the country
- Ability to work after normal working hours when required and in case of critical issues
- Concern about failures of the network and its services on a 24/7 basis
- Proactively handling customer requests while supporting them amicably
- Dealing with other local/international network operators in troubleshooting and in new deployments
- Eagerness to learn new skills
- Team player
- Willingness to teach/share knowledge and experience
- Willingness to organize training/workshops, conferences, and technical events
- Willingness to stay for a long time with the organization

Expected Skills:

- Configure Network Devices [Routers and Switches (Especially Juniper and Fortinet Devices)].
- Network/systems security
- Development and implementation of new networks and their services
- Monitoring and troubleshooting Networks/Systems

Perks and benefits:

- Salary: Per month Consolidated Salary of BDT 50,000/- (Fifty Thousand) only
- Reporting: Manager, Data & Transmission Network.

Other benefits:

- Two festival bonuses (each equal to 50% of the monthly salary)
- Baishakhi Allowance (10% of the monthly salary)
- TA and DA as per BdREN rules
- **Training:** Local Training will be available mostly conducted by BdREN engineers.
- **Recruitment Arrangement:**
The recruitment will be done on a contract basis initially for 1 (One) year and an extension of the contract/permanency for the incumbent will be decided by BdREN at the expiry of the project.

4. Job Title: Officer (Admin & Logistics) (Level- 6) Vacancy: 01

Education Qualification: A bachelor degree in Business Administration/ Public Administration (4-year degree) from any reputed university in Bangladesh.

Age Limit: Maximum 30 years (on the last date of submission of Application) having Bangladeshi nationality

Salary & Benefits:

- Monthly consolidated remuneration of BDT 30,000/- (Thirty Thousand) only which will be 37,200/- (Thirty-seven Thousand two Hundred) after the successful completion of the one-year probation period.
- Two festival bonuses (each equal to monthly basic salary)
- Baishakhi Allowance (20% of the monthly basic salary)
- Contributory Provident Fund, Gratuity, Welfare Fund, Earned Leave, Foreign Tour and trainings, Group Insurance.
- TA and DA as per BdREN rules

Required Qualification and Experience:

- Ability to set goals for departments and individual managers.
- Knowledge in planning and managing logistics, warehouse and transportation.
- Capability in assisting in coordinating administrative and technical programs like organizing meetings, seminars, workshops and other similar programs.
- Knowledge about organization policies, rules and regulations.
- Knowledge about procurement and logistics management.

Age limit: Maximum 30 years.

Functional Responsibilities:

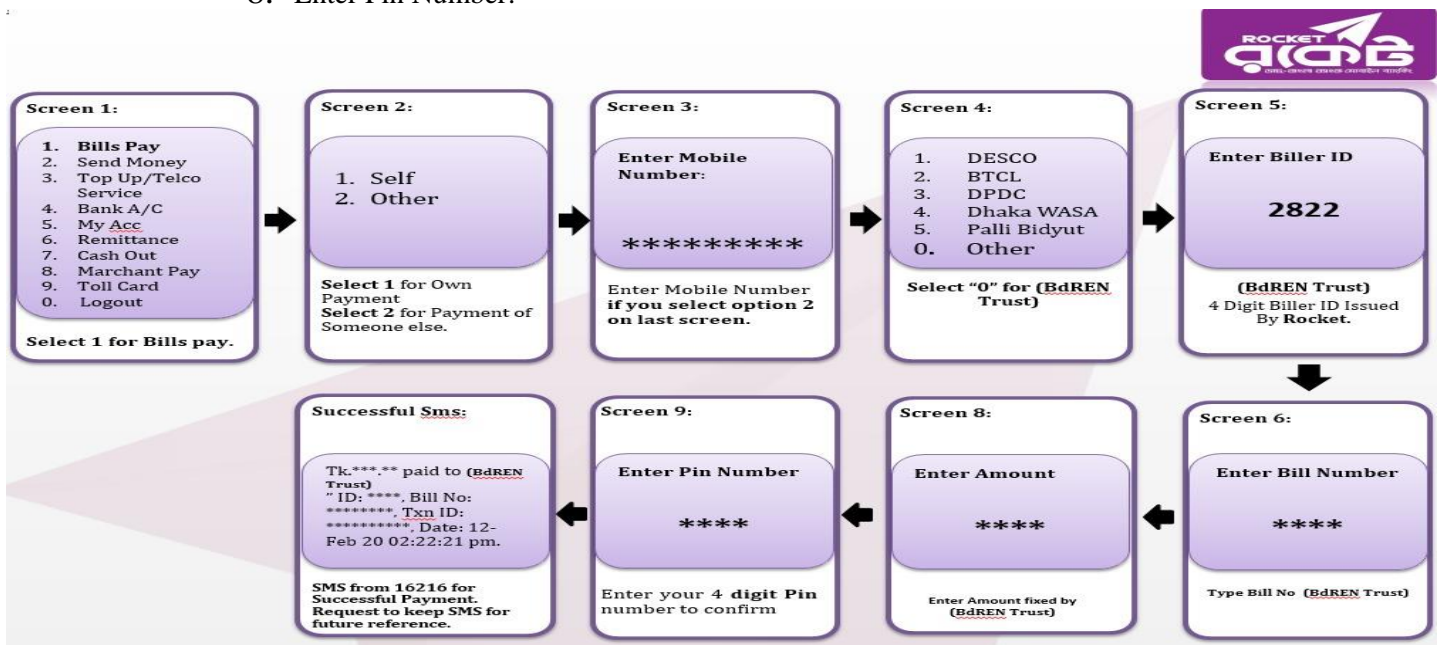
- Work collaboratively with the Assistant Manager (HR & Admin) to deliver comprehensive administrative and logistical support.
- Execute day-to-day administrative tasks efficiently.
- Provide essential assistance in official employee recruitment, procurement processes, system installation, operation, and maintenance.
- Coordinate and train junior staff (Level-8) to enhance service delivery effectiveness.
- Aid in organizing administrative and technical programs, such as meetings, seminars, workshops, and related events.
- Procure necessary stationery and other essentials based on organizational needs.
- Maintain meticulous records of procured stationery/goods and their disbursements.
- Oversee the maintenance and repair of washrooms, office equipment, and fittings.
- Regularly inspect and maintain office equipment like photocopiers, printers, fire safety apparatus, and furniture.
- Manage the repair, maintenance, and yearly renewal of vehicle-related documents like tax tokens, fitness certificates, insurance, and other legal requirements.
- Assist staff in navigating insurance coverage and receiving entitled benefits.
- Maintain and update asset, leave, and procurement registers, providing periodic reports to the appropriate authority.
- Prepare agendas, minutes, and relevant documentation for meetings and official purposes.
- Support key BdREN personnel in delivering exceptional services.
- Be available throughout the workday to address emergencies promptly.
- Collaborate with project officials to successfully implement BdREN activities.
- Undertake any additional responsibilities as directed by superiors to further the interests of BdREN.

Instruction to Applicants:

- Please click <https://erecruitment.bdren.net.bd>.
- Press the “Apply now” button for the post you want to apply.
- Fill out the Application form with valid information for all required fields, photographs and signatures.
- 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.

Payment Instruction:

- Payment Instruction (From Rocket): Dial *322# from Mobile and follow the below 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 the last screen: You will be on screen 3- Enter Payer’s Mobile No: ***** / If you select option 1 on the 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: BDT 300.00 (Three Hundred)
 8. Enter Pin Number: ****



Last date of Online Application: 31 December 2023
For further contact: 09612-110071

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Chief Administrative and Finance Officer