

# 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. Job Title: Assistant Manager (Knowledge and Research) (Contractual) Level-7, Vacancy: 01

### Required Qualification and Experience:

- A 4-Year bachelor in Library & Information Science, Information Systems/Technology, Business Administration, or a related field.
- Experience: 1–2 years in e-resources, academic libraries, publishing/vendor relations, consortia, or related roles (Academic environment preferred).

**Age Limit:** Maximum 32 years (on the last date of submission of Application) having Bangladeshi nationality

### Salary & Benefits:

- Monthly consolidated remuneration of BDT 45,000/- (Forty-five Thousand)
- Two festival bonuses (each equal to monthly basic salary BDT 27,000/-)
- Baishakhi Allowance (20% of the monthly basic salary)
- Group Insurance and Health Check up
- TA and DA as per BdREN rules

### Functional Responsibilities

#### a. Stakeholder & Relationship Management

- Serve as primary relationship owner for university authorities, librarians, and publisher/vendor contacts.
- Run regular check-ins, maintain account plans, and capture needs/feedback to improve service adoption.
- Coordinate cross-functional inputs (ICT/NOC, Legal, Finance & Accounts, Communications).

#### Resource Procurement & Licensing

- Solicit proposals/quotes, compare commercial and licensing terms, prepare evaluation notes, and facilitate approvals.
- Coordinate timely renewals; maintain a structured subscription portfolio and renewal calendar.

#### Contract & MoU Management

- Draft/review contracts, amendments, and MoUs with publishers and member institutions; propose edits aligned with BdREN interests and compliance requirements.
- Ensure signatures, safekeeping, metadata tagging, and searchability in a central repository.
- Track obligations (usage, attribution, access rules, reporting) and monitor compliance.

#### Institution Onboarding, Proposals & Documentation

- Prepare and send proposal letters, quotations, and invitation letters to university authorities; maintain correspondence logs.
- Guide institutions through subscription confirmation and documentation; record decisions and authorized signatories.

### **Access Enablement & Service Operations**

- Coordinate with university IT/libraries and publishers to enable access (on-campus and remote), including TIGERFed-based remote access and any IP/SAML/Shibboleth/EZproxy integrations as applicable.
- Validate access (UAT), maintain access runbooks, and coordinate incident resolution with ICT/NOC and vendors.
- Keep integration diagrams, contact trees, and change records current.

### **Training, Workshops & Outreach**

- Plan and deliver workshops, webinars, and orientation sessions for faculty and librarians; develop quick guides, FAQs, and video snippets.
- Partner with Communications to lead awareness initiatives (mailers, web pages, flyers, success stories) to highlight available resources and access options—avoiding transactional language.

### **Usage Analytics, Insights & Reporting**

- Collect and analyze usage, adoption trends, and feedback; propose optimization actions (collection tuning, training focus, access improvements).
- Produce dashboards and management summaries for leadership review and decision-making.

### **Invoicing Coordination & Records**

- Track issued invoices to member institutions per approved subscriptions; follow up on collections; maintain accurate records and acknowledgments.
- Reconcile invoice and payment status with Finance & Accounts; prepare periodic summaries and exception reports.

### **Compliance, Risk & Quality**

- Ensure adherence to license terms, copyright, fair use, data privacy, and BdREN policies.
- Maintain version-controlled SOPs (procurement, onboarding, access, support, invoicing, renewals).
- Automate repetitive workflows (templates, trackers, dashboards) and streamline documentation.

### **Required Skills & Competencies**

- Strong stakeholder management and communication skills (English & Bangla).
- Familiarity with academic publishing, library consortia models, and e-resource workflows.
- Basic Working knowledge of access/authentication technologies (SAML/Shibboleth, IP-based access, EZproxy) and basic troubleshooting.
- Understanding of usage standards and tools, and comfort with data analysis.
- Basics of contract review and procurement coordination.
- Proficiency with office productivity suites; experience with CRM and documentation repositories is a plus.
- Organized, detail-oriented, and deadline-driven; strong writing skills for proposals and official correspondence.

## **2. Job Title: Assistant Manager (Market Promotion) Level-7    Vacancy: 01**

### **Required Qualification and Experience**

- Bachelor's degree (4 years) preferably in Marketing or business administration.
- 1–2 years of professional experience in outreach, branding, or marketing support roles.
- Hands-on experience with social media management, event logistics, and creative design coordination.
- Strong skills in visual storytelling, promotional planning, and brand awareness activities.
- Basic content creation, copywriting, and formatting proficiency.

**Age Limit:** Maximum 32 years (on the last date of submission of application) and must be a Bangladeshi citizen.

### **Salary & Benefits**

- Monthly consolidated remuneration: **BDT 45,000/-** (Forty-five Thousand).
- Two festival bonuses (each equal to one month's basic salary).
- Baishakhi Allowance (20% of monthly basic salary).
- Group Insurance and Health Check-up.
- TA and DA as per BdREN rules.
- After confirmation: Contributory Provident Fund, Gratuity, Earned Leave, Transport Allowance.

## **Functional Responsibilities**

### **Content Creation & Branding**

- Design, review, and publish brand-aligned social media posts, flyers, banners, infographics, and short videos.
- Ensure brand consistency in messaging, tone, and visual identity across all communication platforms.
- Develop creative concepts for campaigns and corporate communication.

### **Promotions & Campaign Management**

- Manage promotional inventory (brochures, merchandise, giveaways) and oversee timely distribution.
- Plan, execute, and monitor outreach events, exhibitions, booths, and institutional visits.
- Collaborate with vendors, media, and creative partners for impactful campaign delivery.

### **Event & Outreach Coordination**

- Support the organization and branding of conferences, seminars, and workshops.
- Coordinate on-site arrangements such as booth setup, signage, multimedia displays, and promotional materials.
- Assist in building relationships with stakeholders, universities, and industry partners for better visibility.

## **Digital Engagement & Market Research**

- Manage official social media channels and drive online engagement to promote organizational activities.
- Conduct market research to identify trends, best practices, and opportunities for promotion.
- Suggest innovative digital marketing strategies to enhance visibility and stakeholder engagement.

## **Sales Support & Client Engagement**

- Assist the Sales team by generating leads through promotional campaigns and outreach.
- Support preparation of sales presentations, proposals, and promotional pitches for prospective clients.
- Maintain follow-up communication with institutional stakeholders to strengthen client relationships.
- Collect feedback from clients and prospects to align marketing and sales strategies.

## **Monitoring & Reporting**

- Track outreach and marketing KPIs (engagement, reach, impressions, ROI, etc.) and provide actionable insights.
- Maintain accurate records of promotional activities and their effectiveness.
- Prepare periodic analytical reports to support management in decision-making.

## **Required Qualification and Experience:**

- A 4-Year Bachelor Degree in Marketing.
- 1–2 years in outreach or branding support roles.
- Social media posting, event logistics, and design coordination.
- Visual storytelling and promotional inventory tracking.
- Basic content creation and visual formatting skills.

**Age Limit:** Maximum 32 years (on the last date of submission of Application) having Bangladeshi nationality

## **Salary & Benefits:**

- Monthly consolidated remuneration of BDT 45,000/- (Forty-five Thousand)
- Two festival bonuses (each equal to monthly basic salary BDT 27,000/-)
- Baishakhi Allowance (20% of the monthly basic salary)
- Group Insurance and Health Check up
- TA and DA as per BdREN rules
- After confirmation Contributory Provident Fund, Gratuity, Earned Leave, Transport Allowance.

## **Functional Responsibilities:**

### **a. Content Creation & Branding**

- Design, review, and publish brand-aligned social media posts, flyers, banners, infographics, and short videos.
- Ensure consistency of tone, style, and visual identity across all communication channels.

### **b. Promotions & Campaign Execution**

- Manage stocks of promotional items (brochures, merchandise, etc.) and coordinate timely distribution.
- Assist in planning and executing outreach events, exhibitions, booths, and institutional visits.
- Collaborate with vendors, media outlets, and creative partners to ensure effective campaign execution.

**c. Event & Outreach Support**

- Support the organization and branding of conferences, seminars, and workshops.
- Coordinate on-site arrangements, including booth setup, signage, and promotional displays.

**d. Monitoring & Reporting**

- Track outreach KPIs such as social engagement, impressions, and reach; provide recommendations for improvement.
- Maintain detailed records of brand material use across all platforms and campaigns.
- Prepare analytical reports to assess the impact and ROI of promotional activities.

### **3. Job Title: Network Engineer (NOC) Level-7 Vacancy: 02**

#### **Required Qualification and Experience:**

- A 4-Year 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 32 years (on the last date of submission of Application) having Bangladeshi nationality

#### **Salary & Benefits:**

- Monthly consolidated remuneration of BDT 45,000/- (Forty-five Thousand)
- Two festival bonuses (each equal to monthly basic salary BDT 27,000/-)
- Baishakhi Allowance (20% of the monthly basic salary)
- Group Insurance and Health Check up
- TA and DA as per BdREN rules
- After confirmation Contributory Provident Fund, Gratuity, Earned Leave, Transport Allowance.

#### **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 is kept up to date with the latest patches
- Maintain strict compliance of SOP
- Carries out any other responsibilities which are to be given by the superiors to the interest of the BdREN

#### **4. Job Title: Officer (Admin & Logistics) Level-8    Vacancy: 01**

##### **Required Qualification and Experience:**

- A 4-Year Bachelor Degree in Business Administration from any reputed university of Bangladesh or abroad (all foreign degrees must have equivalence certificates).
- Knowledge on Telecom or Datacom, product/ services marketing will be considered as an added qualification.

**Age Limit:** Maximum 32 years (on the last date of submission of Application) having Bangladeshi nationality

##### **Salary & Benefits:**

- Monthly consolidated remuneration of BDT 30,000/- (Thirty Thousand)
- Two festival bonuses (each equal to monthly basic salary BDT 18,000/-)
- Baishakhi Allowance (20% of the monthly basic salary)
- Group Insurance and Health Check up
- TA and DA as per BdREN rules
- After confirmation Contributory Provident Fund, Gratuity, Earned Leave, Transport Allowance.

##### **Functional Responsibilities**

- Work under the guidance of the Assistant Manager (Admin) to provide administrative and logistical support.
- Carry out day-to-day administration activities.
- Provide necessary support for official and employee recruitment, procurement of goods, installation, operation, and maintenance of the entire system.
- Coordinate and train 3rd class and 4th class staff for efficient service delivery.
- Assist in coordinating administrative and technical programs, including organizing meetings, seminars, workshops, and similar events.
- Procurement of stationeries and other necessities as per need.
- Maintain records of procured stationery/goods and disbursements.
- Maintenance and repair of Washroom and fitting and other office equipment.
- Regular repair and maintenance of office equipment for example photocopier, printer, fire equipment, and other furniture.
- Repair and maintenance of the vehicles and yearly renewal of tax tokens, fitness certificates, insurance and other legal documents.
- Assisting the staff members in receiving insurance benefits as per coverage.
- Maintaining asset register, leave register and procurement register and periodically reporting to the authority.
- Prepare agendas, minutes, and relevant documents.
- Assist key staff of BdREN in delivering services.
- Be accessible throughout the day for emergencies.
- Assist project officials in implementing BdREN activities.

## **5. Job Title: Officer (Billing) Level-8 Vacancy: 01**

### **Required Qualification and Experience:**

- A 4-year Bachelor Degree in Business Administration from any reputed university of Bangladesh or abroad (all foreign degrees must have equivalence certificates).
- Knowledge on Telecom or Datacom, product/ services marketing will be considered as an added qualification.

**Age Limit:** Maximum 32 years (on the last date of submission of Application) having Bangladeshi nationality

### **Salary & Benefits:**

- Monthly consolidated remuneration of BDT 30,000/- (Thirty Thousand)
- Two festival bonuses (each equal to monthly basic salary BDT 18,000/-)
- Baishakhi Allowance (20% of the monthly basic salary)
- Group Insurance and Health Check up
- TA and DA as per BdREN rules
- After confirmation Contributory Provident Fund, Gratuity, Earned Leave, Transport Allowance.

### **Functional Responsibilities:**

#### **a. Billing Operations:**

- Issue bills to the member institutes of BdREN accurately and timely.
- Collect bills from the member institutes promptly and efficiently.
- Ensure all billing transactions comply with relevant regulations and financial policies.

#### **b. Data Management:**

- Perform data entry of the bills issued and maintain accurate records.
- Maintain organized files of BdREN member institutes, ensuring easy retrieval of information.

#### **c. Financial Record Keeping:**

- Perform data entry of collections received from the institutes under the CEDP project.
- Record Receivables on BdREN portal/ERP accurately.
- Record cheque collections/receive entries on the portal.

#### **d. Account Reconciliation:**

- Keep track of arrears and payments received, ensuring up-to-date records.
- Reconcile billing records with financial reports regularly.

#### **e. Reporting:**

- Generate periodical reports related to billing and collections for review by the authority.
- Provide insights and recommendations to improve billing and collection processes.

#### **f. Bandwidth Fee and Membership Invoices:**

- Ensure the accurate and timely collection of bandwidth fees and Annual Membership fees.
- Issue invoices for bandwidth fees and Annual Membership fees periodically.

#### **g. Support to Management:**

- Assist Assistant Manager/Manager-(Finance & Accounts) in developing the Annual Activity Plan.
- Provide input on resource requirements and assist in implementing planned activities.

#### **h. Ad Hoc Duties:**

- Perform other duties as assigned by the supervisor

**6. Job Title: Sub-assistant Engineer/ Technician (Core) Level-9      Vacancy: 01**

**Required Qualification and Experience:**

- Diploma or equivalent certificates in relevant subjects from any approved educational institute.
- Strong knowledge of networking concepts, protocols, and technologies (TCP/IP, VLANs, routing, switching, etc.) and IP addressing (both IPv4 and IPv6)
- Designing, installing, configuring and analyzing faults in computer networks, connections and structured cabling
- Ability to operate UTP cable tester, crimper and cutting tools preparing ethernet UTP patch cord.
- Knowledge of video conferencing system and ability to configure a new conference system and troubleshoot existing system.
- Knowledge of different network performance tools.
- Certification such as CCNA (Cisco Certified Network Associate) or equivalent is preferred.
- Excellent problem-solving and analytical skills.

**Age Limit:** Maximum 32 years (on the last date of submission of Application) having Bangladeshi nationality

**Salary & Benefits:**

- Per month Consolidate Salary in BDT. 25,000/- (Twenty-Five Thousand) only
- Two festival bonuses (each equal to monthly basic salary BDT 15,000/-)
- Baishakhi Allowance (20% of the monthly basic salary)
- Group Insurance and Health Check up
- TA and DA as per BdREN rules
- After confirmation Contributory Provident Fund, Gratuity, Earned Leave, Transport Allowance.

**Functional Responsibilities:**

- Network Engineer/Sr. Network Engineer/Manager to configure new clients/members and troubleshoot day-to-day network operations.
- Installing, configuring, and maintaining network equipment, including routers, switches, firewalls, and wireless access points.
- Installing, configuring, and troubleshooting video conference system.
- Monitoring network performance and proactively address any issues to maintain optimal functionality.
- Identifying and resolving reported faults in a timely manner.
- Assisting Network Engineer/Sr. Network Engineer to perform root cause analysis to prevent the recurrence of network disruptions in BdREN facilities.
- Optimizing network settings and configurations to enhance overall network efficiency with the instruction of the Engineer/Sr. Network Engineer/Network Manager
- Carrying out any other responsibilities which are to be given by the superiors to the interest of the BdREN.

**7. Job Title: Technician (Contractual) Level-9      Vacancy: 11**

**Required Qualification and Experience:**

- Diploma in relevant subject from any approved educational institute.
- At least 2 years of experience in operation & maintenance of optical fiber networks.
- Ability to operate test equipment, hand & power tools such as OTDR, splicing machine, optical power meter, GPS meter, Crimping / Cutting Tool etc.
- Knowledge about HDD Technology and experience in finding faults in underground optical fiber cables and restoration of that fault.

**Age Limit:** Maximum 32 years (on the last date of submission of Application) having Bangladeshi nationality

**Salary & Benefits:**

- Per month Consolidate Salary in BDT 25,000/- (Twenty-Five Thousand) only
- Two festival bonuses (each equal to monthly basic salary BDT 15000/-)
- Baishakhi Allowance (20% of the monthly basic salary)
- Group Insurance.
- TA and DA as per BdREN rules

**Functional Responsibilities:**

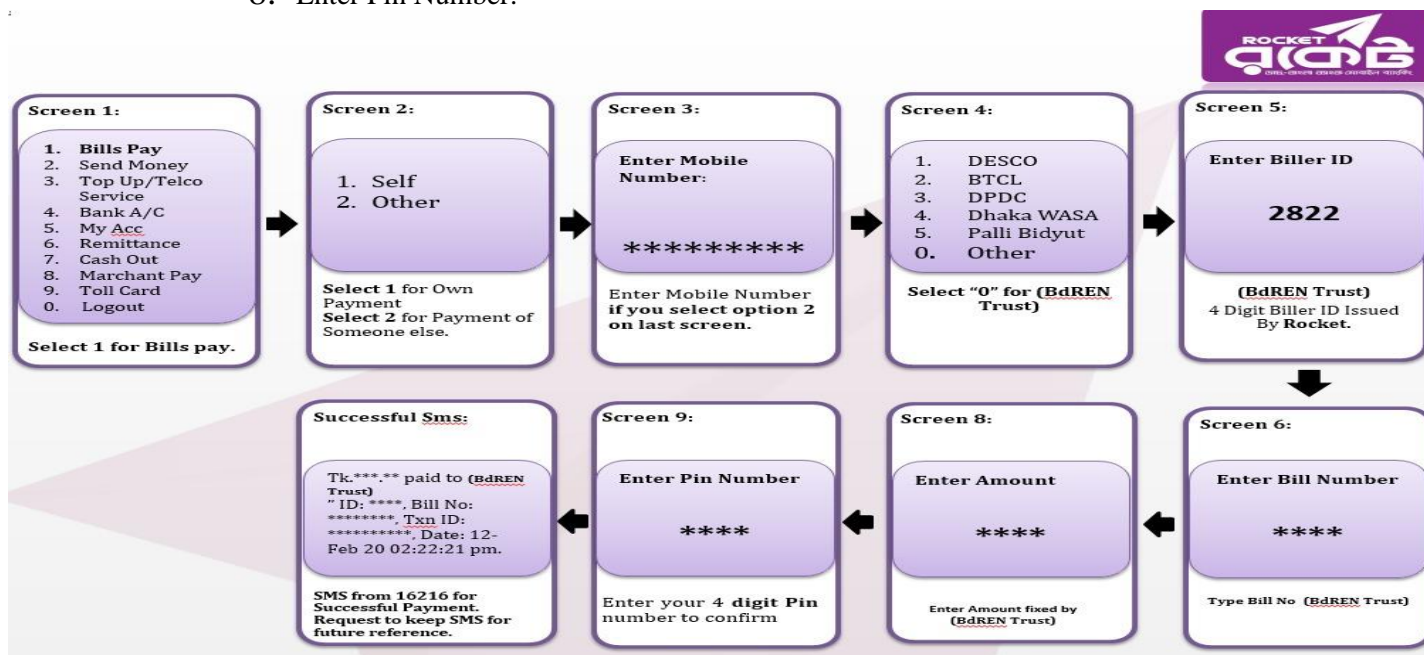
- Respond to requests for technical assistance in person, via phone or electronically
- Operate test equipment, hand & power tools such as OTDR, splicing machine, optical power meter, GPS meter, OFC Crimping / Cutting Tool etc.
- Operate UTP Cable Tester, UTP Crimping and Cutting Tool.
- Have conversant about HDD Technology and finding faults in underground optical fiber cables and restoration of those faults.
- Coordinate and schedule work with vendors / Service Providers.
- Maintain strict compliance of SOP

## Instructions 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](mailto:erecruitment@bdren.net.bd)).
  - Application Fee: BDT 200.00 (Two Hundred) Only
- 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:
  8. Enter Pin Number: \*\*\*\*



**Last date of Application: 14 September 2025**  
**For further contact: +8809666-110239**