



Computer Operator cum Office Assistant
UCEP BANGLADESH

Job Category: Data Entry/Operator/BPO

Job Source: □□□□□□□□ □□□□□□□□

Job Summary

Posted On: 23 Nov 2024

Application Deadline: 5 Dec 2024

help to learn skills to earn!		 UCEP Bangladesh
VACANCY ANNOUNCEMENT		
UCEP Bangladesh is a non-governmental organization which provides Technical Education and Decent Work to youth. UCEP is inviting applications from qualified candidates for the below-listed positions:		
Name of position	Requirement details	
Officer - Software Development (ICT) No. of vacancies: 01 (Core Staff) Job Location: UCEP Head Office, Dhaka	<ul style="list-style-type: none">• B.Sc in Computer Science and Engineering/Bachelor of Science in Software Engineering.• Must have 03 years of professional experience in software development using the Laravel framework.	
Head of Technical School No. of vacancies: 04 (Project Staff) Job Location: Chattogram, Dhaka, Sylhet, or Anywhere in Bangladesh	<ul style="list-style-type: none">• B.Sc in Engineering/B.Sc in Technical Education/ B.Sc in any subject with NTVQF level-2.• Minimum 05 years of relevant professional experience, preferably in educational institutions and industries.	
Instructor - Foundational Skills No. of vacancies: 05 (Project Staff) Job Location: Chattogram, Dhaka, or Anywhere in Bangladesh	<ul style="list-style-type: none">• Minimum Bachelor of Science (B.Sc in Mathematics/Physics/Chemistry will be given preference).• Minimum 03 years of relevant professional experience.	
Instructor - Technical Skills (Electrical - 08 & ICT - 07) No. of vacancies: 15 (Project Staff) Job Location: Dhaka, Chattogram, or Anywhere in Bangladesh	<ul style="list-style-type: none">• Minimum Diploma in related trade.• Minimum 03 years of relevant professional experience, preferably in educational institutions and industries.	
Assistant Instructor - Foundational Skills No. of vacancies: 09 (Project Staff) Job Location: Rajshahi, Gazipur, Sylhet, or Anywhere in Bangladesh	<ul style="list-style-type: none">• Minimum Bachelor of Science (B.Sc in Mathematics/Physics/Chemistry will be given preference).• Teaching experiences in Mathematics/Physics/Chemistry will be given preference.	
Assistant Instructor - Technical Skills (ICT- 03 & Others 03) No. of vacancies: 06 (Project Staff) Job Location: Rajshahi, or Anywhere in Bangladesh	<ul style="list-style-type: none">• Minimum Diploma in Computer/ICT/Mechanical/Electrical.• Teaching experiences in related fields will be given preference.	
Computer Operator cum Accounts Assistant No. of vacancies: 02 (Project Staff) Job Location: Chattogram, or Anywhere in Bangladesh	<ul style="list-style-type: none">• BBA/BBS/B.Com/Diploma in Computer.• Relevant professional experience; Minimum 02 years of relevant professional experience for BBA/BBS/B.Com. and minimum 03 years of relevant professional experience for Diploma.	
For details, please visit https://jobs.ucepbd.org or www.bdjobs.com . The last date for submitting the application is December 05, 2024.		
Applications without requisite qualifications and experience will not be considered.		