



**OFFICE OF THE REGISTRAR**

**JOB DESCRIPTION & PERSON SPECIFICATION FOR ADMINISTRATIVE OFFICER / JUNIOR ASSISTANT REGISTRAR, IQAC**

**1. JOB INFORMATION**

Post Title: **ADMINISTRATIVE OFFICER / JUNIOR ASSISTANT REGISTRAR, IQAC**

Mode: **Full Time**

Ref No: **WUB/HR/IQAC/2019**

**2. JOB DESCRIPTION**

**Main Duties and Responsibilities**

- Administer all accreditation and re-accreditation processes through ensuring compliance with standards developed by state and national accrediting bodies (as applicable).
- Have to work with Institution of Engineers, Bangladesh (IEB) for accreditation of different programs.
- Work with Accreditation Manual for engineering programs.
- Prepare every single document according to checklist before the team inspection and beyond the whole accreditation process begins.
- Work with different global organizations such as ACBSP, AACSB, ADET.
- Handle multiple tasks and meet deadlines.
- Perform any other work assigned by the top management.

**Beside these the candidate is required to –**

- Work independently and as part of a team.
- Should have a positive attitude and team spirit.
- Ability to exercise a high degree of confidentiality and integrity.
- And willingness to work under pressure.

**AND** such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

**Supervision Given**

None

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| <b>ATTRIBUTES</b>                          | <b>ESSENTIAL</b>   | <b>DESIRABLE</b>                                    |
|--|--|---|
| <b>Education / Qualifications</b>          | Master Degree in Business, Public Administration or related fields.  | Preferable Knowledge of any other foreign language. |
| <b>Experience</b>                          | Proficiency in Microsoft Office Suite (Word, Excel, Power Point, Outlook and Access), Adobe Acrobat and other specialized software operating in the Windows environment, i.e., PowerDMS.<br><br>Must have exceptional writing and verbal communication skills.<br><br>Fluent in Bengali and English languages. |   |
| <b>Job Related Skills and Capabilities</b> | Ability to link with respective departments.<br><br>Monitor activities of academics and students in respect to compliance with quality enhancement and assurance of learning.<br><br>Recording of data and activities.   |   |
| <b>Interpersonal Skills</b>                | Good organizational and management skills.   |   |
| <b>Other Requirements</b>                  | Willingness to travel abroad to undertake administrative and related activities related to the role.   |   |

**Instructions**

For further information, please send your enquiries to the Mr. Md. Abdul Jalil at [aj.masud@wub.edu.bd](mailto:aj.masud@wub.edu.bd).  
An online application forms must be filled from <http://jobs.wub.edu.bd>.