



OFFICE OF THE REGISTRAR

JOB DESCRIPTION & PERSON SPECIFICATION FOR COMPUTER TYPIST

1. JOB INFORMATION

Post Title: **COMPUTER TYPIST**

Mode: **Full Time**

Ref No: **WUB/HR/CT/G_1**

2. JOB DESCRIPTION

Main Duties and Responsibilities

*Typing (Must be good in typing both Bengali & English, Minimum speed Bangla-30, English -35).

*Having good knowledge of computer literacy.

*Must qualified standard aptitude test for data entry operator.

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

Other Administrators as appropriate.

PERSON SPECIFICATION FOR COMPUTER TYPIST

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education / Qualifications	The education qualification of the candidate should be minimum HSC.	Sufficient knowledge in English and Bengali.
Experience	Two (2) years.	Up to date knowledge of any Higher Education System.
Job Related Skills and Capabilities	Commitment to delivering high quality services.	Some administrative and organizational experience.
Interpersonal Skills	Effective oral and written communication skills in both individual and group situations.	Supporting to colleagues.
Other Requirements	Willingness 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. Application forms for the post are available from <http://jobs.wub.edu.bd>. Please download the form and submit your application via email to hr@wub.edu.bd or submit by postal mail to **Human Resources Division**, World University of Bangladesh, Building 3/A, Road # 04, Dhanmondi, Dhaka – 1205, BANGLADESH.