



OFFICE OF THE REGISTRAR

JOB DESCRIPTION & PERSON SPECIFICATION FOR ADMINISTRATIVE OFFICER (HR)

1. JOB INFORMATION

Post Title: **ADMINISTRATIVE OFFICER (G-3)**

Mode: **Full Time**

Ref No: **WUB/HR/ADMIN_OFFICER/2026(002)**

2. JOB DESCRIPTION

Main Duties and Responsibilities

The applicants should have experience in the following area(s):

- Assist in recruitment and selection activities, including screening applications, scheduling interviews, and maintaining candidate records.
- Maintain employee files, HR databases, and other confidential documents.
- Prepare appointment letters, offer letters, and other HR-related correspondence.
- Support onboarding, orientation, and employee documentation processes.
- Maintain regular communication with employees and management through telephone, email, and in-person meetings.
- Ensure proper filing and documentation in accordance with university policies.
- Prepare reports and maintain HR records accurately and timely.
- Coordinate meetings, training sessions, and other HR events.
- Perform administrative duties, including answering phone calls and responding to emails.
- Work with HR software, Microsoft Office applications, and internet-based systems.
- Perform any other duties assigned by the university authority.

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.

Salary Range: Tk. 19,920/- to 37,475/- per month.

PERSON SPECIFICATION FOR ADMINISTRATIVE OFFICER

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education / Qualifications	Having Master Degree with 4-years Bachelor Degree from a recognized University.	Preferable Knowledge of any other foreign language.
Work Experience	Three 3 year's administrative work experience is required in the University level.	Up to date knowledge of any western Higher Education System.
Job Related Skills and Capabilities	Commitment to delivering high quality services. Good organizational and management skills. Suitable level of proficiency in ICT and understanding of its application.	Evidence of successful external network.
Interpersonal Skills	Effective oral and written communication skills in both individual and group situations. Ability to lead and work as a member of a team or group. Ability to relate to students with diverse backgrounds, ages and experience.	Experience of mentoring or supporting more junior or less experienced colleagues.
Cooperativeness	Will the officer go out of his/her way to cooperate with others to achieve set goals?	Ability to make good understanding.
Other Requirements	Willingness to travel abroad to undertake administrative and related activities related to the role.	N/A

Instructions

For further information, please send your enquiries to the Mr. Pronab Roy at pronab.roy@wub.edu.bd. An online application forms must be filled from <http://jobs.wub.edu.bd>

Date of advertisement: 04.08.2026

Closing date: 15.08.2026