



নর্দান ইলেকট্রিসিটি সাপ্লাই কোম্পানি লিমিটেড
Northern Electricity Supply Company Limited
(An Enterprise of Bangladesh Power Development Board)

“শেখ হাসিনার উদ্যোগ
ঘরে ঘরে বিদ্যুৎ”
প্রধান কার্যালয়
বিদ্যুৎ ভবন, হেতেম খাঁ
রাজশাহী

Liaison Office: 166-167, Shaheed Syed Nazrul Islam Sarani, Al-Razi Complex (6th floor), Suit no-604, Purana Paltan, Dhaka.

JOB OPPORTUNITY

Northern Electricity Supply Company Limited (NESCO), an Enterprise of Bangladesh Power Development Board is responsible for distribution of Power within Rajshahi & Rangpur Division. Now that the company invites application from the citizen of Bangladesh for appointment in the following positions:-

1. Manager (HR & Administration)- Post:-01

Jobs Description & Key Responsibilities:

Proactively plan and manage recruitment for all categories of staffs. Organize and Conduct On-boarding training for Newcomers. Develop and roll out new policies and procedure concerning Human Resources. Guide and carryout Performance Management process. Provide employee relations support, reliable direction and counsel as required. Need to ensure high level of employee engagement. Ensure key HR practices are aligned with the local laws and the group policies. Provide advice and training to employee and management on Human Resources/Labor Relations issues and Legislation. Payroll & Income Tax Management. Monitor and guide the HR team towards development and achievement of HR objectives. Manpower planning and annual HR budget preparation and monitoring. Organize employee welfare and recognition program.

Required Qualification & Experience:

Candidates must have at least Masters in Management/ Public Administration/ Statistics Political Science with MBA in HRM or PGD in HRM/Personnel Management from any recognized university, having minimum 07 (Seven) years of working experience in HR/Personnel/Admin department from any reputed organization or any public utility company.

2. Manager (Software)- Post:-01

Jobs Description/ Responsibility:

Play an integral role in the organization in designing and launching of relevant software solution system. as well as other support systems for the company business operation. Facilitate in establishing company Data Center (DC) and Disaster Recovery Center (DRC) and introduction of necessary billing software, smart metering, GIS and all other advance software solution required for a power Distribution company and Maintenance hardware and software preparation of consumer data base facilitate, billing etc.

Required Qualification & Experience:

Candidates must be at least Graduate in Computer Science & Engineering (CSE) from any recognized university, having minimum 07 (Seven) years of working experience from any reputed organization or any public utility company. Must have strong knowledge and working experience in programming language like Visual Basic 6, VB.Net, Oracle database and capability to handle complex SQL queries.

3. Manager (Procurement)- Post:-01

Jobs Description/ Responsibility:

Develop procurement and testing policy, practice and supporting procedures of NESCO, for approval of Management/Board. Ensure company policy and practice meets the standards set by Government. Put in place monitoring and control mechanisms. Perform all functions related to contract management with suppliers/vendors of goods, works and services following successful procurement proceedings. Undertake all procurement proceedings in light with the approved APP and in compliance with appropriate documents, standards and relevant rules, regulations, laws, practices etc. currently in force. Ensure successful implementation of the APP. Review occasionally implementation progress of the APP and take appropriate measures accordingly. Oversee the functions to ensure that the Bid/Offers/Proposals and related Bid bond/security/BG/PG etc. remain valid till conclusion of individual procurement proceedings and all procurement proceedings are properly documented/recorded and preserved. Ensure that all procurement proceedings are carried out with appropriate transparency and confidentiality. Recommend policies, procedures, guidelines etc. related to Procurement, Inspection & Testing. Review and recommend the Annual Budget of P,I&T Division and extend

necessary assistance in preparation of Annual Procurement Plan. Ensure that the departmental staffs have clear understanding of their responsibilities for which they are accountable and Carryout Annual Performance Appraisal of the employees under control. Exercise financial authority as per approved financial procedure/policy/guidelines of the Company. Carryout any other duties as directed by the Management from time to time.

Required Qualification & Experience:

Candidates must have at least Masters in Commerce/ Public Administration/ Economics or Graduation Engineering from any recognized university, having diploma/Training on SCM or procurement. Must have minimum 07 (Seven) years of working experience in procurement department from any reputed organization or any public utility company.

General Conditions:

Age Limit: Age should preferably be between 35 to 45 years for all above posts as on 15.10.2018. In case of exceptionally qualified deserving candidates age can be relaxed.

Compensation Package:

- (a) Basic Pay: Tk. 79,000/- per month
- (b) House Rent Allowance @ 60% for Dhaka, 50% for Rajshahi of Basic Pay
- (c) 2 (two) Festival Allowances @ Basic Pay for each and Baishakhi Allowance @ 20% of Basic Pay
- (d) Medical Allowance, Conveyance Allowance, Leave Encashment, Group Insurance, Mobile Phone Allowance and other fringe benefits as per company policy.

Other conditions:

- i) Age limit for applicants from amongst Freedom Fighters' children/grand children will be relaxed by 02(two) years. However candidates will be required to furnish along with their applications relevant valid documents from competent authority as per provisions of the Govt. rules/policies in this regards.
- ii) Affidavit with respect to age will not be accepted.
- iii) Candidates should have computer knowledge.
- iv) Incorrect/incomplete applications and applications received after deadline will not be entertained and liable for rejection.
- v) Candidates in government/semi government service will be required to apply through proper channel.
- vi) The appointing authority reserves the right to accept or reject any/all application(s).

Interested candidates may apply along with complete CV, three (03) passport size recent photographs and copy of all educational and experience certificates, national identity card duly attested by first class officer to the undersigned at the above address on or before 15 October, 2018- within the office hours. Only the short-listed candidates will be called for written test/interview. Candidates working in any office/organization should apply through proper channel.

A B M Imtiaz Uddin Ahmed
Deputy General Manager (Admin)
Northern Electricity Supply Company Limited
Bidyut Bhaban, Hetem Khan,
Rajshahi-6000