ICT DIVISION — FUTURE IS HERE

Memo No.: PSTU/CSIT/EDGE/DSS/02/01   Date: 23/01/2024

Hiring for a Project of the Dept. of CSIT at PSTU

Position Name: Training Coordinator – EDGE PSTU-CSIT Student Training Program

The Department of Computer Science and Information technology (CSIT) at Patuakhali Science and Technology University (PSTU) is seeking a creative, enthusiastic, and energetic individual to work as a **Training Coordinator** support of the EDGE PSTU Student Training Program, which will commence operation on February 1, 2024.

Employment type: Full-time, Temporary, and Project-based
Duration: 18 Months / Project period
Location: Department of CSIT, PSTU, Dumki, Patuakhali – 8602, Bangladesh.

Job requirements:

Education
- Masters in CSE/IT

Experience
- Minimum 10 years
- The applicants should have experience in the following areas: Curriculum / Program Development, Teaching / IT-Training.
- Be a faculty member of any reputed public university
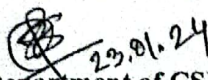
Additional Requirements
- Age 35 to 40 years
- Responsible for managing, designing, developing, coordinating and conducting all training programs.
- Responsible for training internal staff in compliance with a project annual training plan and the set budget.
- Ensure that all financial records are maintained according to project requirements.
- Responsible for budgetary control and cost management.
- Monitor credit position on regular basis.
- Perform Accounts Reconciliation Process.
- Ability to represent the demand of Student's choice.
- Identify to Take challenge Client's requirements, as like University, College etc.
- Communicate with students, identify their Issues and deliver the best decision.
- Organize the Plan for student's training start to end processing also.
- Make Plan for Monthly, Quarterly, and Yearly etc.
- Identify the training success roadmap and implement the Goal and provide the feedback to project authority.

Compensation & Other Benefits
- Salary will be provided according to the Project policy.

Prospective candidate are invited to send their resumes to **edge.csit@pstu.ac.bd** or deliver hard copies to the CSIT department office in person. Make sure to mention the person (Training Coordinator – EDGE PSTU-CSIT Student Training Program) in the subject line.
Application dateline: 26 January, 2024

23.01.24

Chairman, Department of CSIT, PSTU
EDGE PSTU-CSIT Student Training Program