

European University of Bangladesh (EUB)
2/4, Gabtoli, Mirpur, Dhaka-1216.

Vacancy

European University of Bangladesh (EUB) is one of the leading University in the private university sector. We are looking for a competent Deputy Director, Security for EUB.

Qualification & Experience:

Qualification:

- i) Master's degree in any discipline with special preference to Public Administration or relevant discipline from a reputed university.

Experience:

- i) At least 06 (Six) years working experience in relevant field of which at least 5 years at administrative level in a reputed organization.
- ii) Preference will be given who has work experience in private organization.
- iii) Significant experience of managing security related matters
- iv) Understanding of the management of safety & security.
- v) Strong organizational and inter-personal skills.
- vi) Fluency in English and Bengali, both speaking & writing. .
- vii) Commitment to satisfactory service

Duties & responsibilities:

- i) Manage all types of Security and Protocol activities including assessment of the risks, monitoring all security and safety related matters, provision of training as required, investigation of incidents, hazards and accidents and forwarding suggestions and recommendations to senior management.
- ii) Manage security arrangements for official visits to and other events at the University.
- iii) Advise the Registrar and Senior Management on security and protocol matters, including confidential or sensitive business.
- iv) Act as a conduit between the University & the Police and other Government Agencies at all levels in order to expedite solutions to difficult situations.
- v) Work in coordination with the Proctor of EUB as and where needed.
- vi) Manage the department and staff as required.

Job Status: Full-time.

Job Location: Gabtoli, Mirpur, Dhaka.

Remuneration: Negotiable.

Applicants are requested to apply with full CV, attested photocopies of all academic records and 2 (two) copies of recent passport size attested photographs within 27th May 2025 to the Registrar, European University of Bangladesh (EUB).

Permanent Campus:

2/4, Gabtoli, Mirpur,
Dhaka-1216.