

## **Vacancy Announcement**

### **Position: Job placement officer**

BRAC James P Grant School of Public Health (JPGSPH) at BRAC University was established in 2004 as an educational and research institution focusing on the integral areas of teaching, research, and services. The goal of the school is not only to impart knowledge but also to act as a center of excellence in knowledge creation through research and training that connects with practice.

The Job Placement Officer for the Caregiver Development Programme offers an exciting opportunity to support programme growth, development, and employment linkage for trained caregivers. The position requires proactive strategies to ensure successful job placement outcomes.

### **Key responsibilities:**

The main responsibilities are as follows:

- Coordinate job placement for ACTI-trained caregivers.
- Build partnerships with hospitals, clinics, home care agencies for employment opportunities.
- Match candidate profiles with job openings and arrange interviews.
- Maintain an updated database of graduates and placement records.
- Provide career counseling and job readiness support to trainees.
- Follow up post-placement to ensure satisfaction and resolve issues.
- Organize job fairs, recruitment events, and employer sessions.
- Work closely with the training team to align skills with job market needs
- Perform other tasks as assigned by the management.
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### **Educational Qualification:**

- Master's degree in any discipline from a recognized institution

### **Qualifications and Skills**

- 1–2 years of relevant experience, preferably in the marketing sector.
- Strong command of English (both written and spoken).
- Excellent interpersonal and communication skills.
- Ability to work collaboratively with diverse teams and stakeholders.

### **Contract Types and Duration:**

This is a project-based contract. The position is contingent on the availability of project funds and satisfactory performance. The contract will automatically end upon the completion of the project period.

How to apply: Interested candidates are advised to send an application with a complete CV to: [recruitment.sph@bracu.ac.bd](mailto:recruitment.sph@bracu.ac.bd) or [Tabassum.zahan@bracu.ac.bd](mailto:Tabassum.zahan@bracu.ac.bd) by August 4, 2025.

Please mention in the subject line of your email: **Job placement Officer, Caregiver Development Programme**

Only shortlisted candidates shall be invited for the interview. All tests & interviews will be held in Dhaka. We are an equal opportunity employer and encourage applications from qualified women and minority candidates.

The Organization reserves the right to make an appointment at a grade lower than advertised.

BRAC JPGSPH regrets to inform you that it is not liable to reply to all the submitted applications.