

**Asian University for Women  
Vacancy for Human Resource Manager**

The Asian University for Women (AUW) is being established as a leading institution of higher learning for women from across Asia. The campus is located in Chittagong, Bangladesh. The University is a residential, regional institution dedicated solely to women's education and leadership development. AUW educates promising young women from diverse cultural, religious, ethnic, and socio-economic backgrounds from across South and South East Asia, with a particular emphasis on the inclusion of women from poor, rural, and refugee populations. With an initial student body of 300 in August 2009, and growing towards a peak enrolment of 3000 students at full capacity, the target student/faculty ratio is 13:1. The AUW campus master plan by renowned architect, Moshe Safdie, is envisioned to have nearly 2,000,000 square feet of space, with the construction of the first building now underway.

AUW is now seeking a **Human Resource Manager** to be based in Chittagong, Bangladesh.

**HUMAN RESOURCE MANAGER**

The Human Resource Manager (HRM) will be fully accountable to the Vice-Chancellor (VC) or the VC's designee for organizing, planning, developing, and directing the implementation and administration of human resources functions and carrying out policies and procedures relating to all phases of human resources activities.

**Duties and responsibilities include but are not limited to:**

- Oversee the establishment of an annual University Staffing Plan;
- Establish general HR policies and procedures;
- Oversee adherence of all HR processes to the relevant policies and procedures;
- Oversee implementation of personnel policies, procedures and regulations as directed by the VC or VC's designee;
- Advise the VC on matters of general policy in personnel management;
- Oversee the University's recruitment and selection processes (University's personnel, temporary and consultative staff);
- Organise the University's selection panels for recruitment and ensure the organisation of the interview panels and the necessary follow-up procedures are performed;
- Oversee the personnel performance appraisal system and all necessary follow-up procedures;
- Establish Personnel Regulations and apply disciplinary and grievance procedures in conformance with these regulations;
- Provide professional guidance and instruction to the Department covering Human Resources Management as well as to other University staff in human resource management matters.

**Required Education, Experience and Skills:**

- Have a university degree in a relevant discipline (Human Resource Management), preferably equivalent to a Master's or equivalent education from a recognised academic or professional institution;
- Extensive experience in leadership of staff in progressively responsible positions;
- Have a minimum of 5 years of experience in personnel management;
- In-depth knowledge of the principles and strategies in the areas of personnel administration management, preferably in a multinational environment and be able to deal with a wide range of issues in these fields with authority;

- Ability to communicate and negotiate effectively orally and in writing in English with good presentation skills.
- Possess personal qualities of integrity, tact, diplomacy, political awareness, judgement and adaptability in order to work harmoniously with colleagues and other staff members from different nationalities.

**Starting Salary:**

An attractive salary, commensurate with experience and a benefits package will be offered.

**Application and CLOSING DATE:**

To obtain more information or submit applications, please contact [jobs@auw.edu.bd](mailto:jobs@auw.edu.bd). Qualified applicants must submit a list of the names and contact information for at least three references on the application and attach an electronic copy of their letter of application addressing qualifications and experience, resume, and transcripts from all universities/colleges attended (official transcripts required upon employment). All completed applications should be submitted by January 31, 2010 but the position may be filled earlier if a suitable candidate is available