

Vacancy Announcement

Company Secretary (CS)



Ref: 30.34.0000.073.29.000.25/43

Date: 19-01-2025

Biman Bangladesh Airlines Limited invites application from Bangladeshi nationals for contractual employment as Company Secretary (CS) with the status of General Manager as per the following terms and conditions.

Qualification: FCS/MBA (Major in Finance/Accounting) from a reputed institute.

Age Limit: Maximum 45 years as on the date of publication of this advertisement.

Work Experience & Skill: Minimum 10 years of experience as Company Secretary (CS) in a Autonomous/Semi-autonomous/listed companies. Hands-on experience on corporate statutory requirements, co-ordination with the Registrar of Joint Stock Companies & Firms, Chambers, Securities & Exchange Commission, Stock Exchanges, BIDA and Banks. Work experience in a listed company will be preferred. Excellent communication and presentation skills both in English and Bangla.

Job Profile: The incumbent will be required to operate in the following areas:

- Board related affairs (Board Meeting, Board Sub Committee Meeting, Executive Directors Meeting, AGM).
- Legal, Secretarial, Corporate Governance;
- Corporate Restructuring;
- Capital Market & Investors Relations.

Candidates Profile: The candidate should be hands-on, result oriented achiever, good in planning, organizing and managing to fulfill the job. Knowledge & experience in relevant laws will be preferred as extra qualification.

Compensation Package:

- a) Salary: Negotiable. However, the applicant is expected to mention the desired remuneration package.
- b) Other facilities like full time car with driver and fuel, telephone and mobile phone and medical facilities as per company policy.
- c) Free/rebated Air ticket as per condition of the appointment.
- d) Only short listed candidates will be called for interview.

Job Location: Dhaka, Bangladesh

Interested candidates fulfilling the requisite qualifications are requested to send their applications to mgremp@biman.gov.bd along-with a recent passport size color photograph and other relevant certificates (Academic/Professional documents/Certificates) (maximum limit of any single attachment is 300 (kb) on or before 30 days from the publication date of advertisement. The application by post/courier/ hard copy is also acceptable. Internal candidates may also apply through internally approved channel.

Biman Bangladesh Airlines Limited reserves the right to accept or reject any application without assigning any reason.

Manager Employment

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