Central Depository Bangladesh Limited (CDBL)
Career Opportunity

Central Depository Bangladesh Limited (CDBL), a public limited company regulated by the Bangladesh Securities Exchange Commission that assists listed companies in scrip-less book entry and electronic transfer of ownership of securities, is looking for resourceful, self-motivated, proactive and professionally qualified persons for the following positions:

1. Senior Manager (HR & Admin.)

Required Educational Qualification:

The applicant must have Master's degree from a recognized Public or Private University having major in Human Resource Management either in Bachelor's or Master's degree level. 3rd Division/Class or CGPA below 3.00 out of 4.00 and below 4.00 out of 5.00 in any academic level shall be treated as disqualification.

Experience and other skills requirements:

The applicants must have at least 5 years working experience in the field of HR & Admin. in a reputed organization with following skills and expertise:

- Well conversant with labour law, rules/regulations, and related other laws;
- Ability to assess training needs of the ICT related employees and organizing training for those employees;
- Expertise in manpower planning as per organization's need;
- Ability to organize talent recruitment and talent retention;
- Expertise in formulating suitable HR policy and procedures;
- Conversant with the process of the assessment of employee's performance;
- Ability in organizing and maintaining personnel records of the employees;
- Conversant with Microsoft Office as well as familiar with HR software like HRIS or HRMS;
- Conversant with the requirements of hygiene, health, sanitation, safety & security, and environmental issues;
- Excellent inter-personal skills;
- Excellent command in written as well as spoken English & Bangla.

Age Limit:

Must not be below 35 years as on 31st March 2023.

2. Manager (Application Development)

Required Educational Qualification:

The applicant must have Bachelor's degree in Computer Science or Software Engineering or related field from a recognized Public or Private University. 3rd Division/Class or CGPA below 3.00 out of 4.00 and below 4.00 out of 5.00 in any academic level shall be treated as disqualification.

Experience and other skills requirements:

The applicants must have at least 5 years working experience in reputed Software Development Company as Application Developer with following experience, skills and expertise:

- Hands on experience in full Software Development Life Cycle (SDLC) including gathering requirements, design, development, testing, documentation etc;
- Hands on experience in Android SDK, different versions of Android / iOS, deal with different screen sizes, third-party libraries and APIs integration;
- Experience in Linux and cloud computing platforms (AWS/Azure/GCP);
- Strong programming skills & highly proficient in PHP Frameworks, Python, Java, C++ and .NET framework;
- Well conversant with contemporary cybersecurity and open source technology;
- Expertise in HTML/HTML5, CSS/ CSS3, AngularJS, ReactJS, JavaScript, jQuery, Ajax & and modern web technologies like Bootstrap, responsive Web Design and current UX trends;
- Strong knowledge on different RDBMS i.e. Oracle, MySQL, PostgreSQL, MSSQL, MongoDB;
- Expertise in web hosting and maintenance;
- Ability to conduct business meetings with clients and prepare specification documents, flowcharts, layouts, diagrams, charts, code comments and clear code accordingly;
- Ability to analyze and resolve technical and application problems;
- Willingness to learn contemporary technologies and languages;
- Excellent and effective inter-personal and communication skills;
- Good team player, well-organized, initiative and detail-oriented.

Age Limit:

Must not be more than 32 years as on 31st March 2023.

3. **Officer (CDS Application)**

Required Educational Qualification:

The applicant must have Bachelor's degree in Computer Science & Engineering, or a related field from a recognized Public or Private University. 3rd Division/Class or CGPA below 3.00 out of 4.00 and below 4.00 out of 5.00 in any academic level shall be treated as disqualification.

Experience and other skills requirements:

The applicants must have at least 1 year working experience in ICT field in a reputed organization with following experience, skills and expertise:

- Strong knowledge on different RDBMS i.e. Oracle, MySQL, PostgreSQL, MSSQL;
- Experience in Linux and cloud computing platforms (AWS/Azure/GCP);
- Experience in web hosting and maintenance;
- Well conversant in network protocols, cybersecurity and open source technology;
- Experience in third-party libraries and APIs integration;
- Ability and willingness to learn contemporary technologies and languages;
- Strong and effective inter-personal and communication skills;
- Good team player, well-organized, initiative and detail-oriented

Age Limit:

Must not be more than 30 years as on 31st March 2023.

4. **Junior Officer (Information & Cyber Security)**

Required Educational Qualification:

The applicant must have Bachelor's degree in Computer Science & Engineering or Information & Cyber Security or a related field from a recognized Public or Private University. The applicants having certifications on CCNA, CompTIA Security+ will be given preference. 3rd Division/Class or CGPA below 3.00 out of 4.00 and below 4.00 out of 5.00 in any academic level shall be treated as disqualification.

Experience and other skills requirements:

No working experience is required for the position; however, the applicants must have the following skills and expertise:

- Strong understanding of networking and operating system fundamentals;
- Knowledge in security technologies such as firewalls, intrusion detection/prevention systems, and anti-virus software;
- Knowledge in cyber security frameworks such as NIST, ISO 27001, and CIS Controls;
- Expertise in programming languages such as Python, PowerShell, or Bash.
- Excellent report writing and verbal communication skills;
- Ability to work in a team environment.

Age Limit:

Must not be more than 28 years as on 31st March 2023.

5. **Junior Officer (Shift Operation)**

Required Educational Qualification:

The applicant must have Bachelor's degree in Computer Science & Engineering or Electrical & Electronic Engineering from a recognized Public or Private University. 3rd Division/Class or CGPA below 3.00 out of 4.00 and below 4.00 out of 5.00 in any academic level shall be treated as disqualification.

Experience and other skills requirements:

No working experience is required for the position; however, the applicants must have the following skills and expertise:

- Knowledge of AVR, UPS, Generator, Access Control System, CCTV, Fire Suppression system;
- Knowledge of different types of UNIX and Windows server's file system, 3par storage, and MSL tape library;
- Knowledge of LAN, MAN & WAN connectivity, Media Converter, Web server, Internet connection;
- Ability to work in a team environment;
- Willing to work 24X7 in roaster;
- Excellent report writing and verbal communication skill;
- Should be proficient in Microsoft office application.

Age Limit:

Must not be more than 28 years as on 31st March 2023.

6. **Office Assistant (Receptionist)**

Required Educational Qualification:

The applicant must have Bachelor's degree in any discipline, preferably in business, from a recognized Public or Private University. 3rd Division/Class or CGPA below 3.00 out of 4.00 and below 4.00 out of 5.00 in any academic level shall be treated as disqualification.

Experience and other skills requirements:

The applicants must have at least 3 years working experience in relevant field with following skills and expertise:

- Ability to handle typical PABX operator console;
- Ability to answer inbound calls from customers;
- Ability to make outbound calls to customers;
- Ability to divert customer call/queries to appropriate department or personnel;
- Take notes during the call and feed data into the database;
- Expertise in receiving and maintaining records of all inbound letters, records and documents;
- Strong and effective interpersonal and communication skills.

Age Limit:

Must not be more than 30 years as on 31st March 2023.

Interested candidates are requested to forward their application along with CV and a passport size photo on or before 30th April 2023 to the following address:

The General Manager (F & A and HR & Admin.)
Central Depository Bangladesh Limited (CDBL)
DSE Tower (Level-5), House -46, Road-21, Nikunja-2, Dhaka-1229

Or to: info@cdbl.com.bd