



# বাংলাদেশ কলেজ অব ফিজিশিয়ান্স এন্ড সার্জন্স Bangladesh College of Physicians & Surgeons

## JOB OPPORTUNITY

**Project Name:** Development and implementation of integrated automation software of BCPS

**Project Duration:** 18 months, **Job Position:** IT Consultant (Operational), **Salary:** Negotiable

### Job Responsibilities:

1. He will work as a full-time/ Part time consultant for BCPS in the project.
2. He has to engage himself in this project development, launching and up to 1 year after full implementation.
3. Evaluation Project Parameters: He will evaluate the project parameters taking into consideration the client's demands and choices, existing working condition in BCPS.
4. Analyze Project Strengths and Areas Needing Improvement: The consultant will analyze the client's current progress for strengths and areas needing improvement.
5. Devise a Project Plan Based on Client Needs: Consultant will create a project plan outlining how resources of BCPS will be used to achieve the project parameters.
6. Delegate Project Tasks to Vendors: The project consultant will be directly responsible for delegating project tasks to the vendor to get the project done as efficiently as possible.
7. Test and Tweak Project Solutions to Perfection: The project consultant will monitor the completion of each stage of the project, making tweaks to the plan based on feedback. He will also be responsible for testing the effectiveness of the project solutions.
8. Present Plans and Results to BCPS: The consultant, in this course of development, shall present plans and results to the client at each phase of development.
9. Any other relevant duties in the project, not mentioned here, which arises during planning and execution of the project as advised by the project implementation committee.

### Educational Requirements:

Master's or above degree in Information and Communication Technology, or a related discipline.

### Experience Requirements:

1. The rank should be Associate Professor or equivalent or above.
2. A minimum of 5 years of experience in project consultancy.
3. Overall professional experience no less than eight years.
4. At least 5 years work experience in a graduate/postgraduate institute /university –where a complete automation system is in service.
5. Has experience in a project of developing an automated management system in any graduate /postgraduate education institute /university

### Additional Requirements:

1. Proficient in Data Characterization and Modeling.
2. Sound knowledge in Software Engineering process.
3. Wide research skills should be demonstrated with journal publications.
4. Extensive software industry knowledge.
5. Excellent skill in client requirement interpretations to the vendors.
6. Advance proficiency in project management tools.
7. Exceptional written and verbal communication skills.
8. Excellent leadership skills.
9. Ability to collaborate with a variety of stakeholders.
10. Great organizational and time-management skills.

**Application Procedure:** Interested candidates may apply with detail CV including a cover letter sending to "Secretary Office, BCPS, 67 Shaheed Tajuddin Ahmed Sarani, Mohakhali, Dhaka" or e-mail to [bcps@bcps.edu.bd](mailto:bcps@bcps.edu.bd) by 30/09/2021 mentioning subject as "Application for the position of IT Consultant (Operational)" drawing attention to the Honorary Secretary, Bangladesh College of Physicians and Surgeons (BCPS).

**Date:** 12 September, 2021

CPS No.776/2021/16670

  
(Professor Md. Billal Alam)

Honorary Secretary  
Bangladesh College of Physicians and Surgeons