



## **Bangladesh Foreign Trade Institute**

### **Vacancy Announcement**

BFTI invites application for the position of a Chief Executive Officer from highly experienced professionals having following qualifications and experiences:

**Qualifications and Experiences for the position:**

1. Masters, preferably PhD in Economics or Business or any related subject;
2. Minimum 15 years' experience in research, of which at least 7 years should be in local/ international/ multicultural trade related organization;
3. Publications in areas preferably trade and economics in referred journals, newspaper editorials, policy briefs, conference papers, concept notes etc.;
4. Experience in managing reputed institutions with diverse academic and research program;

**Job Description : Please visit <http://bfti.org.bd/pdf/vacancy.pdf>**

**Age: Maximum 62 years.**

**Duration: Contractual with the possibility of extension**

**Remuneration: Tk. 3,00,000/- (Consolidated)**

**N.B. Applicants applied before have to apply again (if they are interested).**

BFTI is an equal opportunity employer, offers competitive conditions of employment and the chance to work in an excellent environment. Interested candidates are requested to apply confidentially with a cover letter explaining how s/he would meet the personal specifications along with detailed curriculum vitae on or before 22 September 2024, to [jobs@bfti.org.bd](mailto:jobs@bfti.org.bd) or at the BFTI address to.

**BANGLADESH FOREIGN TRADE INSTITUTE (BFTI)**

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Fax: +88-02-55013427, [www.bfti.org.bd](http://www.bfti.org.bd) <http://bfti.org.bd/pdf/vacancy.pdf>

### **JOB DESCRIPTION (Chief Executive Officer)**

This is the top-level position at BFTI. The position is the administrative as well as the monitoring authority of the programs of BFTI. The key job responsibilities according to the the Articles of Association include:

1. The Chief Executive Officer shall exercise the following powers without prejudice to the foregoing provisions:

- a. to run and maintain the proper administration of the affairs, funds and resources of the Institute.
- b. to make, draw, endorse, sign, accept, negotiate and give all cheques, bill of lading, drafts, order bill of exchange, promissory notes and other negotiable or transferable instruments as may be required for the interest of the Institute.
- c. to secure the fulfilment of any contract, agreements or engagements entered into by the Institute by mortgage or charge on all or any of the properties of



the Institute from time to time or in such manner as he may think fit in the interest of the Institute.

- d. to appoint and to remove or suspend employees and staff of the Institute and to prescribe and determine their powers and duties and fix their salaries or emoluments in accordance with the Service Rules of the Institute as may be approved by the Board of Directors of the Institute.
- e. to Institute, conduct, defend, or abandon any legal proceedings by or against the Institute or its officers or otherwise concerning the affairs of the Institute and also to compound and allow time for payment or satisfaction of any debts due and of any claims or demands by or against the Institute and for the purpose to appoint advocate(s)/legal practitioners.
- f. to refer any claims or demands by or against the Institute to arbitration and observe and perform the awards.
- g. to exercise supervision and disciplinary control over the work and conduct of all employees of the Institute.
- h. to co-ordinate and exercise general supervision over all the activities of the Institute.
- i. to make all correspondences on behalf of the Institute either directly or through delegation.
- j. to issue press release and other statement in consultation with the Chairman and generally to act as spokesman of the Institute.
- k. to preside over the selection committee when such committee is appointed by the Board.
- l. to convene the general meetings and the meetings of the Board of Directors in consultation with the Chairman.
- m. to sanction all expenditures within the provisions of the Annual budget. He shall have the power to re-appropriate between different heads of expenditure within the Annual budget with prior permission of the Chairman, subject to the approval of such re-appropriation by the Board of Directors.