

Novotel

Career Opportunity

Division: **ENGINEERING**

Position: **Deputy General Manager**

Dept: Network Operations; Engineering
Job Desc: Supervise all affairs related to Network Operations of the company from a tactical level including Network Planning, Information Technology (IT) & Customer Care, and carry out necessary strategies set in by management.
Education: MSc in Telecom Engineering / Electrical Engineering from reputed university
Experience: 7-10 years of telecommunications sector experience with 5 years in a senior managerial role

Position: **Manager**

Dept: Network Operations; Information Technology (IT) & Tier-1 Support Helpdesk; Engineering
Job Desc: Supervise all affairs related to IT from an operational level and report to tactical level.
Education: BSc / MSc in Telecom Engineering / Computer Sciences from reputed university; Vendor certification; Certification in networking such as CCNA, MCSA, SCNA will be an added advantage.
Experience: Experience in managing high availability; Project Management; Operations Management; Focus on internal customers; Minimum 3 years working experience in the specified field.
Special Skills: Good knowledge in Microsoft office applications such as Project or Excel, Power Point & Word; Knowledge on Microsoft Windows 2003 & 2008 server technology.

Position: **Network Administrator**

Dept: Network Operations; Information Technology (IT) & Tier-1 Support Helpdesk; Engineering
Job Desc: Ensure internal IT network within the organization is always up and running.
Education: BSc / MSc in Telecom Engineering / Computer Science / Electrical Engineering from reputed university; Certification in networking such as CCNP MCSE is a must; MCSA is will be an added advantage.
Experience: Over 5 years of experience as a system administrator of a large ISP, Conglomerate, MNC; Or 3-5 years of experience as IT manager of a large conglomerate, ISP.
Special Skills: Knowledge on Microsoft Windows 2003 & 2008 server technology; Operational level knowledge of IP PABX systems & video conferencing systems; Good knowledge in Microsoft office applications such as Project or Excel, Power Point & Word.

Position: **Manager**

Dept: Network Engineering; Billing; Engineering
Job Desc: Supervise all affairs related to Billing issues from an operational level and report to tactical level.
Education: BSc / MSc in Telecom Engineering / Computer Science / Electrical Engineering from reputed university; Vendor certification in Billing Software will be an added advantage
Experience: Prior experience in telecom billing software is a must; 5+ years of telecom sector experience amongst which 2+ years in a managerial role; Experience in managing high availability systems for a Billing infrastructure service provider.
Special Skills: High level knowledge & understanding in Shell Scripting, Python CORBA, C++; Good knowledge in Microsoft office applications such as Project or Excel, Power Point & Word.

Position: **System Engineer, Billing System**

Dept: Network Engineering; Billing; Engineering
Job Desc: Look after all day-to-day troubleshooting issues related to billing systems; report to other departments; aid in the development of the billing department and system.
Education: BSc / MSc in Telecom Engineering / Computer Science / Electrical Engineering from reputed university; Vendor certification in Billing Software will be an added advantage.
Experience: Prior experience in telecom billing software is a must; 2 years of telecom sector experience in billing software system; Experience in managing high availability systems for a Billing infrastructure service provider.
Special Skills: High level knowledge & understanding knowledge in Shell Scripting and programming language such as C++ Python & CORBA; Needs to be very creative in troubleshooting specific billing problems; Good knowledge in Microsoft office applications such as Project or Excel Power Point & Word.

Position: **Manager**

Dept: Network Engineering; Transmission & Planning; Engineering
Job Desc: Supervise all affairs related to Transmission (VSAT & Optical) issues from an operational level and report to tactical level.
Education: BSc / MSc in Telecom Engineering / Computer Science / Electrical Engineering from reputed university; Certification from vendors for optical transmission systems will be a must.
Experience: 3-5 years of experience in the telecommunication sector in a similar role; Experience in Optical SDH / WDM systems will be an added advantage.
Special Skills: Good knowledge in Microsoft office applications such as Project or Excel, Power Point & Word.

Position: **System Engineer, Transmission**

Dept: Network Engineering; Transmission & Planning; Engineering
Job Desc: Look into the operations of all Optical & VSAT transmission systems of the NGN network with other operators & carriers. Supervision of telecom grade power systems & thorough understanding in CAD applications will be an added advantage.
Education: BSc / MSc in Telecom Engineering / Computer Science / Electrical Engineering from reputed university
Experience: Certification from vendors for optical transmission systems will be a must.
Special Skills: Good knowledge in Microsoft office applications such as Project or Excel, Power Point & Word.

Position: **Manager**

Dept: Network Engineering; Core Network & Planning; Engineering
Job Desc: Supervise all affairs related to NGN Core Network & Data Center issues from an operational level and report to tactical level with a high level understanding and troubleshooting of NGN networks.
Education: BSc / MSc in Telecom Engineering / Computer Science / Electrical Engineering from reputed university. Vendor certification such as CCNA and Microsoft / Sun based certification in server environment will be considered as an added advantage.
Experience: 5 years of telecommunication industry experience with 2 years in a managerial level in similar position handling NGN telecommunication equipment; Hands on experience in NGN core & data communication equipment.
Special Skills: Proven track record as team leader; Good knowledge in Microsoft office applications such as Project or Excel, Power Point & Word.

As the first International Gateway license recipient awarded by Bangladesh Telecommunication regulatory Commission (BTRC), Novotel Limited today is one of the most sought-after information technology service firm in Bangladesh because this is where a lasting, truly important impact in career is inevitable for you. From enabling communication to supporting technology and beyond, you will have vast opportunities, outstanding benefits and challenging work. Using a multi-faceted approach - applying business expertise through utilization of a highly-skilled technology workforce implementing international work standards, processes and methodologies we invite skilled, energetic and experienced people to apply for the following positions immediately:

Position: **System Engineer, Switching**

Dept: Network Engineering; Core Network & Planning; Engineering
Job Desc: Operation, maintenance & network security of NGN Core Network & Data Center emphasizing on NGN Architecture and Data Center.
Education: BSc / MSc in Telecom Engineering / Computer Science / Electrical Engineering from reputed university.
Experience: 3 years of telecommunication industry experience with 2 years in a managerial level in similar position; Hand on experience in NGN core equipment.
Special Skills: Strong Telecom Network knowledge; Extensive hands on experience of Core Nodes (Soft Switch, MGW) and SIGTRAN signaling; Experienced writing and debugging Data Transcript; SS7 Signaling, ISUP, SCCP MAP, TCAP, BSSAP, DTAP, INAP protocols; Good knowledge in Microsoft office applications such as Project or Excel, Power Point & Word. Vendor certifications will be considered as an added advantage.

Position: **System Engineer, Data Communication**

Dept: Network Engineering; Data Communication Network & Planning; Engineering
Job Desc: Operation, maintenance and network security of NGN Core network emphasizing on Data communication switches, routers & network security appliances & firewalls.
Education: BSc / MSc in Telecom Engineering / Computer Science / Electrical Engineering from reputed university; Certification in CCNA is a must. Other advanced network engineering certifications will be considered as an added advantage.
Experience: 3 years of telecommunication industry experience with 2 years in a managerial level in similar position; Hand on experience in NGN core equipment.
Special Skills: Good knowledge in Microsoft office applications such as Project or Excel, Power Point & Word.

Division: **ADMINISTRATION**

Position: **Deputy General Manager**

Dept: Administration
Job Desc: Supervise all affairs related to Human Resources and Internal Administration of the company from a tactical level and carry out necessary strategies set in by management.
Education: A MBA degree from any reputed university majoring in management.
Experience: 5-10 years of experience in leading the administrative department of a large organization.
Special Skills: Good knowledge of MS Office application (Word, Excel, Power Point, Access).

Position: **Manager**

Dept: Internal Administration; Administration
Job Desc: Co-ordinate & Supervise Internal Administration contents starting from fleet vehicle management & maintenance issues; security issues; office premises management; documentation issues within the company.
Education: A bachelors degree from any reputed university majoring in management; A MBA degree will be an added advantage.
Experience: Prior experience in administration department will be an added advantage.

Position: **Officer, Co-ordination**

Dept: Internal Administration; Administration
Job Desc: Co-ordinate & Supervise Internal Administration contents starting from fleet vehicle management & maintenance issues; security issues; office premises management; documentation issues within the company.
Education: A bachelors degree from any reputed university majoring in management; A MBA degree will be an added advantage
Experience: Prior experience in administration department will be an added advantage.
Special Skills: Being reliable, responsible, and dependable, and fulfilling obligations; Job requires maintaining composure, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

Position: **Officer, Front Desk & Dispatch**

Dept: Internal Administration; Administration
Job Desc: Looking into front desk services and dispatching important documents from and within the company.
Education: A Bachelors degree from any institution; In case of local degree a certificate in English Language proficiency will be an added advantage.
Experience: 1-2 years of front desk management exposure will be required, preferably in large organization; Experience in MNC / Telecom / International Institution will be an added advantage.
Special Skills: Good command in English, at least verbal; Must be very amiable in nature; Service Orientation - being sensitive to others needs and being understanding and helpful on the job; Self Control - maintaining composure, controlling anger, and avoiding aggressive behavior, even in very difficult situation; Cooperation - being pleasant with others on the job and displaying a good-natured, cooperative attitude; Hard Working, dynamic & should be a quick learner, and be able to work without supervision; Job requires maintaining composure, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

Position: **Officer, HR & Legal Liaison**

Dept: Human Resource; Administration
Job Desc: Responsible for all recruitment along with procedures of staff and catering their necessary training requirements.
Education: BBA, MBA or Masters qualification in HRM.
Experience: 2 years of work experience is a must; Experience in HR of MNC's, Telecommunication company will be an added advantage.
Special Skills: Must have knowledge of HR prevalent practices; Conduct short trainings for employees; Proficient in use of Microsoft Office applications and relevant HR software; Needs to be very well experienced in Conflict Resolution techniques; Selection and Recruitment; Performance Management; Compensation Management; Industrial Relations/Employment Law; Occupational Safety and Health; HR Information and Management Systems; Should have training experience, especially motivating & training staff; Proficient in use of Microsoft Office applications and relevant HR software.

Position: **Officer, Government & Regulatory Liaison**

Dept: Corporate Governance; Legal Affairs
Job Desc: Act as a key point of contact for the company with local telecom regulatory body as well as local government agencies.
Education: LL.B / LL.M. from a reputable and recognized University will be preferred; Candidates with exceptional skills and familiar with BTRC procedures will be eased off in education. Candidates with exceptional understanding in telecommunication regulatory issues from different education backdrop may also be considered.
Experience: A minimum of 1-2 years of experience in handling regulatory issues will be required for this position; Candidates possessing prior experience in handling BTRC issues will be given preference.
Special Skills: Knowledge of company act, telecommunication act and other regulations of telecommunication industry; Hard Working, dynamic & should be a quick learner, and be able to work without supervision; Job requires maintaining composure, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

Division: **FINANCE**

Position: **Deputy General Manager**

Dept: Accounting & Control; Finance & Revenue
Job Desc: Supervise all affairs related to Finance of the company from a tactical level including Finance Control, Asset & Revenue, and carry out necessary strategies set in by management.
Education: Chartered Accountant, ACCA, MBA (Finance) / M.Com / ACMA from a reputable University / Institution with a minimum of 7-10 years of experience; Professional degree & training in the area of Accounting & Finance would be an added advantage.
Experience: Banking or credit industry knowledge is a must; Experience in Microsoft Applications is a must (Word, Excel, Power Point); Experience in handling taxation related issues for a large organization is a must; Experience in leading a finance department is a must.
Special Skills: Excellent Accounting & Compliance Knowledge; Develop and implement all processes concerning credit facilities, e.g. credit checking, data checking, credit limit, periodic review, carrier settlement, etc.

Position: **Manager**

Dept: Accounting & Control; Finance & Revenue
Job Desc: Supervise all affairs related to Revenue collection and settlement from an operational level and report to tactical level.
Education: Chartered Accountant, ACCA, MBA (Finance) / M.Com / ACMA from a reputable University/Institution with a minimum of 3-5 years of experience; Professional degree in the area of Accounting & Finance would be an added advantage.
Experience: At least 3-4 years of experience in the relevant field; Excellent skills in MS-Office applications with emphasis on Microsoft-Access, Excel, Power Point & Word; Previous experience in Telecom Carrier field would be an added advantage.
Special Skills: Excellent Accounting & Compliance Knowledge; Develop and implement all processes concerning credit facilities, e.g. vetting, credit checking, data checking, credit limit, periodic review, carrier settlement, etc.; Ensure accurate recording of billed balances; Decisive thinking & analysis with cross cultural competence; Strategic Contribution; Able to lead in a team which handles the billing & settlement issues; Banking or credit industry will be an advantage.

Position: **Officer, Billing - International Carrier**

Dept: Accounting & Control; Revenue; Finance & Revenue
Job Desc: Liaison & settlement of billing issues with international level carriers.
Education: Chartered Accountant, ACCA, MBA (Finance) / M.Com / ACMA from a reputable University/Institution with a minimum of 3 years of experience with a good academic result; Professional degree in the area of Accounting & Finance would be an added advantage.
Experience: Good Telco business knowledge especially handling carriers; Excellent skills in MS-Office applications with emphasis on Microsoft-Access, Excel, Power Point & Word; Previous experience in Telecom Carrier field would be an added advantage.
Special Skills: Excellent skills in MS-Office applications with emphasis on MS-Access;

Position: **Officer, Local Carriers & Government**

Dept: Accounting & Control; Revenue; Finance & Revenue
Job Desc: Settlement of billing issues with Bangladesh Telecommunication Regulatory Commission (BTRC) and associated government agencies.
Education: Chartered Accountant, ACCA, MBA (Finance) / M.Com / ACMA from a reputable University/Institution with a minimum of 3 years of experience with a good academic result; Professional degree in the area of Accounting & Finance would be an added advantage.
Experience: Good Telco business knowledge especially in regulatory affairs, revenue settlement issues with BTRC; Excellent skills in MS-Office applications with emphasis on Microsoft-Access, Excel, Power Point & Word; Previous experience in Telecom Carrier field would be an added advantage.
Special Skills: Excellent skills in MS-Office applications with emphasis on MS-Access.

Position: **Officer, Accounts**

Dept: Accounting & Control; Finance Control; Finance
Job Desc: Day-to-day operation of financial accounts and disbursement of funds and collection of funds.
Education: Bachelors / Masters degree in Accounting & Finance from a reputed university; Professional qualification in the area of Accounting & Finance would be an added advantage.
Experience: 1-2 years work experience (Permanent position) in Accounting & Finance and mainly dealing with Accounts; Candidates having exceptional skills & exposure in local companies will also be considered; Practical knowledge and experience on ERP software (would be an added advantage); Excellent skill in Spreadsheet is a must; Advanced skills & knowledge in MS-Office applications including (Word, PowerPoint); Excellent command in English, both written and verbal.
Special Skills: Knowledge in valuation modeling, principles involved in strategy planning; Strong negotiations and communication skills; Candidates with knowledge in financial modeling exposure will get preference.

The following are required for all the above positions:

The jobs require a willingness to take on responsibilities and challenges; good command in both Bengali and English - both written and verbal; excellent interpersonal and communication skills; reliability, dependability, adaptability, hard-working, dynamism, and finally the ability to work independently in highly pressured environment.

Applicants are required to EMAIL their CV including three (3) references, cover letter with requested position/title in the subject line to career@novotel-bd.com on or before 20th March 2008. Please visit our website at www.novotel-bd.com/career for details of key responsibilities associated with each of the above mentioned position. Only short-listed candidates will be contacted.