



JOB CIRCULAR BURO BANGLADESH

POSITION TITLE: MANAGER-ICT
EMPLOYMENT TYPE: FULL-TIME
WORKPLACE: ANYWHERE IN BANGLADESH

BURO Bangladesh, one of the leading microfinance institutions in Bangladesh, invites applications from qualified, experienced and dynamic professionals for the position of Manager-ICT.

KEY RESPONSIBILITIES

- Maintain and troubleshoot branch hardware, software and network infrastructure.
- Provide timely and proactive IT support while ensuring the availability, integrity and reliability of IT systems.
- Install, configure and maintain desktops, laptops, printers, scanners, biometric devices and other IT equipment.
- Install, update and support Windows OS, Microsoft Office, antivirus and other business applications.
- Maintain IT asset inventory and prepare periodic reports.
- Coordinate with the Head Office ICT team for system implementation, upgrades, deployments and technical support.
- Provide technical guidance and basic IT/cybersecurity awareness to branch staff.
- Ensure compliance with organizational cybersecurity policies, information security standards and IT operational procedures.
- Conduct regular branch visits for on-site technical support, preventive maintenance and IT compliance verification.

EDUCATIONAL QUALIFICATIONS

- B.Sc. in CSE/CS/IT/ETE/EEE degree from any public and private university with good academic score.

EXPERIENCE

- Minimum 2 years in relevant field.
- Fresher's are encouraged to apply.

COMPETENCIES

- Age maximum 35 years.
- Must be familiar with any relational database, like Microsoft SQL Server, MySQL, Oracle, etc.
- Sound skill in hardware and network troubleshooting.
- Understanding of Computer power, Suitable system of power, online and offline UPS.
- Inter-networking concepts and able to manage office network.
- CCNA, MSSQL and others technical certification is preferred.
- Must have aptitude to buildup career in ICT support.
- Candidates should be challenging, hardworking and willing to work under pressure.

SALARY AND BENEFITS

- BDT 45,000 during the probationary period. Upon successful confirmation, salary and other benefits will be provided in accordance with the organization's compensation policy.
- Three festival bonuses, contributory provident fund, gratuity and other benefits as per organizational policy.
- Professional development and career growth opportunities.



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APPLICATION PROCEDURE

Interested candidates are requested to Submit Application (bdjobs.com) by 01 August, 2026
BURO Bangladesh reserves the right to make any decision, including cancellation of the recruitment process at any stage without prior notice or reason.

“BURO BANGLADESH IS AN EQUAL OPPORTUNITY EMPLOYER”

