

VACANCY ANNOUNCEMENT

LA GRANDEE International College is seeking energetic, professional and intellectual candidates for the following positions.

Position : Program Coordinator			
Job Type	: Full Time	Reqd. Nos.	: 1
Department	Bachelor of Computer Application (BCA)		
Qualification	MCA/MSc.(IT/ Computer Science), ME Computer or equivalent		
Experience	2 years of relevant work experience		
Skills Required	<ul style="list-style-type: none">▪ Strong managerial skills▪ Sound knowledge in IT related subjects▪ Excellent interpersonal communicative skills▪ Strong leadership skill and ability to motivate faculty/staff/students in organization▪ Ability to work under pressure.		

Position : System Administrator			
Job Type	: Full Time	Reqd. Nos.	: 1
Qualification	Diploma in Computer/IT or above qualification in IT		
Experience	1 year of relevant work experience		
Skills Required	<ul style="list-style-type: none">▪ Networking, Software/Hardware installation & maintenance.▪ Capable to manage servers and systems▪ Good interpersonal and communication skills▪ Knowledge in surveillance systems▪ Ability to work under pressure.▪ Programming skills will be an added advantage		

Position : Librarian			
Job Type	: Full Time	Reqd. Nos.	: 1
Qualification	Bachelor degree in any discipline		
Experience	1 year of relevant work experience		
Skills Required	<ul style="list-style-type: none">▪ Skills in Library software▪ Office packages for documentation▪ Knowledge in library processing and record keeping▪ Preference : Trained in Library Management System/Software		

Application Procedure:

- Please send in your Application with updated CV, PP size photograph along with citizenship and all necessary testimonials to jobs@lagrandee.edu.np *or* directly submit hardcopy to college administration.
- **Deadline : Sunday, January 31, 2021**

Only shortlisted candidates shall be called for interview. LA GRANDEE reserves right to cancel or postpone the whole recruitment process without assigning any reason whatsoever.

Salary and other benefits shall be as per college norms.



LA GRANDEE International College

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