

## ANNEXURE 'B'

REVISED CHARTER OF DUTIES  
BANGLADESH MANAGEMENT DEVELOPMENT CENTRE

Director-General :

1. To act as the administrative head and be responsible for overall administration and finance of the Bangladesh Management Development Centre (BMDC).
2. To act as the Member Secretary of the Board of Governors.
3. To formulate the Centre's policies of training, research and consultancy, design strategies and implement those through the faculty members of the Centre.
4. To assist and guide the Directors in drawing and implementing Management Development Training Programmes, research projects and consultancy services.
5. To help the Government in manpower development in the field of management.
6. To be responsible for the administration and execution of the Bangladesh Management Development Centre as per Acts, Ordinances, Rules and Regulations and directives issued by the Government from time to time.
7. To act as Principal Accounting Officer of the Bangladesh Management Development Centre within the budget provision.
8. To be responsible for proper functioning and disciplining of the Bangladesh Management Development Centre.
9. To represent the Bangladesh Management Development Centre and where personal representation is not possible to select representation on his behalf.
10. To grant earned leave etc. to all officers under him.
11. To allocate duties of different officers as and when required.

12. To ensure revenue collection where applicable and safeguard Govt. property under his charge.
13. To be responsible for maintaining proper security measures of the Bangladesh Management Development Centre.
14. Any other duties assigned by the Government.

#### Director

1. To be responsible for the overall functioning of the concerned wing of the Centre.
2. To provide professional guidance to the faculty members of the respective fields of specialization of the Centre.
3. To assess needs, initiate plan, design and conduct training and research programme of the institute in consultation of the Director-General, and in collaboration with the members of the faculty.
4. To undertake independantly and guide the study of management problems in business and industry.
5. To initiate, co-ordinate and participate in various consultancy jobs carried out by the Centre.
6. To provide full co-operation for the maintenance of the effective co-ordination between the three wings of the institute in operating and organizing the three streams of the training, research and consultancy activities of the Centre.
7. To be responsible for providing professional guidance for the development of the faculty members of the concerned wing.
8. To represent the Director-General as and when necessary, maintain close liaison with the client organization, asses their requirement and formulate policies of training and research programmes to meet the requirement of the client organization.
9. Any other duties assigned by the Director-General.

#### Senior Management Counsellor:

1. To initiate, design, co-ordinate and implement the training programmes under the guidance of the Director-General/Director.

2. To prepare lecture materials and deliver lectures in the training courses.
3. To initiate and organize research programme and participate the consultancy jobs in the relevant fields.
4. To develop teaching materials and guide the Management Counsellors and Associate Management Counsellors in this regard.
5. To maintain liaison with the client organization, asses their needs and organize programmes to meet those needs.
6. Any other duties assigned by the Director-General/Director of the Bangladesh Management Development Centre.

#### Management Counsellor

1. To initiate, design, co-ordinate and implement training programmes under the guidance of the Director/Sr. Management Counsellor of the concerned field.
2. To prepare lecture materials, take classes, undertake research works and participate in the consultancy jobs.
3. Any other duties assigned to him by the Director-General/Director/Senior Management Counsellor of the Bangladesh Management Development Centre.

#### Senior Research Officer

1. To carryout research projects ( i.e. prepare work plan, collect data, process them and write report ) under the guidance of the Director/Sr. Management Counsellor of the concerned wing.
2. To collect reports and records and maintain liaison with different research teams assigned by the Director/Sr. Mgt. Counsellor of the concerned wing.
3. To participate in training and consultancy jobs of the Centre.

4. To evaluate all the training programme under the guidance of the Director-General/concerned Director.
5. Any other duties assigned by the Director-General/Director/Sr. Management Counsellor.

#### Associate Management Counsellor

1. To assist in the assessment of training needs, preparation of training materials and in implementing training programmes.
2. To assist in the collection of data/materials and processing them.
3. Any other duties assigned to them by the Director-General/Director/Sr. Mgt. Counsellor/Management Counsellor of the concerned wing.

#### Research Officer

1. To assist in the framing of questionnaire, collection of data, processing and tabulation of data for implementing research projects under the guidance of the Director-General/Director/Sr. Mgt. Counsellor of the concerned wing.
2. To participate in the training needs, assessment, materials preparation, implementation of training programmes and their evaluation.
3. Any other duties assigned by the Director-General/Director/SMC/SRO.

#### Senior Editor

1. To execute the printing activities of all the Bangladesh Management Development Centre publications, maintain liaison with the printing press approved by the Tender Committee, and getting the printing works done with the help of printing press in time.

2. To conduct proof-reading and monitoring of printing works.
3. To arrange for sell and distribution of Bangladesh Mangement Development Centre publications under the guidance of the Director of the concerned wing.
4. To arrange monthly meeting of the Director-General and Faculty Members.
5. Any other duties assigned by the Director-General or Director of the concerned wing.

#### Senior Librarian

1. To maintain the library by keeping up-to-date catalogue, assessing register etc.
2. To maintain liaison with other National and International Libraries and look for interlibrary loan.
3. To collect resource materials for training and research.
4. To assist in buying new books and journals.
5. To ensure safe custody of the books and journals.
6. Any other duties assigned by the Director-General or the concerned Director.

#### Planning & Programme Co-ordination Officer

1. To prepare programmes in connection with Development Project Works of the Centre.
2. To attend all meetings in connection with new projects proposal for inclusion in the A.D.P.
3. Maintain all papers of projects work of the Centre.

4. To assist in preparing all the records and transaction of the development projects.
5. Any other duties assigned by the Director-General or the concerned Director.

#### Senior Administrative Officer

1. Responsible to assist the Director-General in the rules of business of the Board of Governors of the Bangladesh Management Development Centre.
2. Shall exercise such powers and duties as shall be assigned to him by the Director-General from time to time.
3. Shall work under general supervision and control of the Director-General.
4. Shall be responsible for maintenance of office records of all kinds.
5. Shall be responsible for maintenance of Service Records, Service Books, Attendance Registers and any Registers required in the Administration.
6. To assist the Director-General in all Administrative affairs of Head Office and two Sub-Centres.
7. Shall supervise the duties of Administrative Officer and other Class-III and Class-IV Staff.
8. Any other duties by the Authority.

#### Senior Accounts Officer

1. Shall be responsible for preparation of budget, expenditure control, preparation of monthly expenditure statements, reconciliation of Bank statement with that of the Books of Accounts of the Centre.
2. Shall be responsible for preparation of all records and documents for Annual Audit of the Accounts of the Centre.

3. Shall be responsible for maintenance of security papers, fixed deposits receipts etc.
4. Shall be responsible for timely receipt of Government sanctions for Grant-in-Aids.
5. Shall be responsible for attending all budget meetings of the Centre.
6. Supervise all accounts, assist for proper maintenance of daily transaction in the cash book, all receipts in the accounts shall be credited to the Bank within 3 days from the date of receipt.
7. Shall be responsible for all periodical and annual financial returns of the Centre.
8. Any other duties assigned by the authority.

#### Audio-Visual Officer

1. The Audio-Visual Officer is responsible for operation and maintenance of all Audio-Visual equipments, materials, films etc. He has to co-ordinate film shows on various course programmes conducted by the Centre.
2. To develop and make films and slides for training purposes.
3. To supervise the work of Photographer and other Staff of Audio-Visual Section.
4. Any other duties assigned by the authority.