



EAST WEST UNIVERSITY

(Permanent Sanad Holder)

JOB OPPORTUNITY

Applications are invited for full time appointment (temporary) against the following positions to work in the sub project “Establishment of IQAC at East West University” at East West University for approximately three years under the Higher Education Quality Enhancement Project (HEQEP) of University Grants Commission of Bangladesh.

Post: Office Manager (01)

Qualifications:

- ❖ Honors in any discipline. Candidates with Finance / Accounting major will get preference.
- ❖ Candidates must have at least 2nd Division/Class/CGPA-3.00 out of 5.00 or 2.50 out of 4.00 in all academic exams.
- ❖ Computer literacy is required.
- ❖ Work experience in any project funded by World Bank will get preference.
- ❖ Knowledge about Procurement Rules is preferred.

Responsibilities:

- ❖ To manage all the accounts of the sub-project throughout the sub-project period
- ❖ To maintain detailed vouchers of all expenditures
- ❖ To act actively in procurement of goods and services
- ❖ To facilitate procurement to maintain account
- ❖ Logistic and project related activities.

Post: Accountant (01)

Qualifications:

- ❖ Honors in any discipline, preferably in account/finance, with no third class/division in any academic exams.
- ❖ Computer literacy is required.

Responsibilities:

- ❖ To work actively with office manager to manage all the accounts of the sub-project throughout the sub-project period
- ❖ To work with office manager to facilitate procurement process and to maintain detailed vouchers of all expenditures

Post: Data Entry / Computer operator (01)

Qualifications:

- ❖ Minimum HSC and must have computer knowledge.

Responsibilities:

- ❖ To entry and maintain database related to all activities/accounts of the sub-project throughout the sub-project period

Post: MLSS (01)

Qualifications:

- ❖ Minimum SSC

Responsibilities:

- ❖ To do office works as directed by director/additional director such as photocopying, etc

Please send an application with complete CV reflecting all academic results, attested copies of academic and experience certificates and two passport size photographs to

Khairul Alam

Professor of EEE Department and Director of IQAC
Room no. 552, 4th Floor, East West University,
Plot no. A/2, Jahurul Islam City, Aftabnagar, Dhaka-1212

OR

Email: kalam@mail.ewubd.edu

Only short listed candidates will be called for interview. Name of the Position should be mentioned on the top of the envelope.

Application Deadline: 15 March, 2016