Vacancy Announcement

East West University (EWU), a leading private university and an equal opportunity employer, invites applications for the following administrative positions:

1. Psychosocial Counsellor

Number of position(s): 02

Qualifications: The Candidate should have a Master's degree in Education & Counselling Psychology/Clinical Psychology from a reputable university with at least a CGPA of 3.00 out of 5.00 or 2.50 out of 4.00 in all examinations. The candidate must have an in-depth understanding of the emotional and developmental challenges faced by university students, and awareness of the range of needs of students from diverse ethnic, cultural, and social backgrounds. Also proficient in clinical interventions and therapeutic techniques.

Skills and Traits:
- Excellent communication skills in Bangla and English.
- Strong presentation and active listening skills.
- Ability to work independently and manage caseloads effectively.
- Commitment to ongoing professional development.
- High ethical and professional standards.
- Empathy, patience, maturity, and a non-judgmental outlook.
- Positive and enthusiastic in dealing with students.

Experience: A minimum of 8 (eight) years of post-qualification experience, working with students. Experience working as part of a multi-disciplinary team.

Age Limit: Maximum 40 (forty) years.

2. Senior Lab Officer (GEB)

Number of position(s): 01

Qualifications: The Candidate should have an M.Sc. with B.Sc. (Hons.) in Genetic Engineering & Biotechnology/Microbiology/Biochemistry and Molecular Biology from a reputable university with at least a CGPA of 3.00 out of 5.00 or 2.50 out of 4.00 in all examinations. The candidate must have hands-on experience in agarose/acrylamide gel electrophoresis, DNA/RNA extraction, cell culture, aseptic technique, and basic laboratory equipment operation, and be familiar with the polymerase chain reaction, protein expression, and purification. Knowledge of tissue culture, genetic engineering techniques, laboratory safety, and maintenance of hazardous chemical waste will be considered as additional qualifications.

Experience: A minimum of 2 (two) years of practical experience in the relevant field is required.

Age Limit: Maximum 35 (thirty-five) years.

3. Senior Lab Officer (CSE – Digital Systems Lab)
Number of position(s): 01

Qualifications: The Candidate should have a B.Sc. in Computer Science and Engineering (CSE) or Electrical and Electronic Engineering (EEE) from a reputable university with at least a CGPA of 3.00 out of 5.00 or 2.50 out of 4.00 in all examinations. Preference will be given to candidates possessing an MS degree in a relevant field.

Experience: A minimum of 2 (two) years of practical experience in hardware, software, and network maintenance is required.

Age Limit: Maximum 35 (thirty-five) years.

4. Senior Lab Officer (CSE – General Purpose Programming Lab, Competitive Programming Lab, Cloud Computing Lab, Multimedia and Image Processing Lab)
Number of position(s): 04

Qualifications: The Candidate should have a B.Sc. in Computer Science and Engineering (CSE) from a reputable university with at least a CGPA of 3.00 out of 5.00 or 2.50 out of 4.00 in all examinations. Preference will be given to candidates possessing an MS degree in a relevant field.

Experience: A minimum of 2 (two) years of practical experience in hardware, software, and network maintenance is required.

Age Limit: Maximum 35 (thirty-five) years.

5. Senior Lab Officer (Chemistry)
Number of position(s): 01

Qualifications: The Candidate should have an M.Sc. in Chemistry with a thesis or an M.Sc. in Chemistry with 2 (two) years of lab-based work experience from a reputable university with at least a CGPA of 3.00 out of 5.00 or 2.50 out of 4.00 in all examinations. The Candidate should also have proficiency in MS Office and other relevant software used in the operation and maintenance of laboratory instruments.

Age Limit: Maximum 35 (thirty-five) years.

6. Senior ICS Officer (Network Management)
Number of position(s): 01

The Senior ICS Officer (Network Management) is a key technical resource within the ICS department, responsible for designing, implementing, optimizing, securing, and ensuring the operational integrity of the organization's core network infrastructure. The position requires deep expertise in enterprise networking technologies, protocols, and best practices.

Key Responsibilities include:
1. Design, configure, and manage LAN/WAN, firewalls, switches, routers, WLCs, access points, VPNs, VLANs, and network segmentation for scalability and security.
2. Manage regular operational activities of data center and office networks to ensure optimal performance, reliability, uptime, high service availability, and user satisfaction.

3. Administer and troubleshoot DHCP, IPAM, IP routing, and advanced routing protocols (e.g., BGP, OSPF, EIGRP) to ensure efficient IP address management and resilient network performance.
4. Monitor networks using Uptime Robot, TIG Stack, Cacti, Grafana, and ELK Stack for comprehensive log management, real-time monitoring, and network visibility.
5. Manage network infrastructure on GCP and Azure, including IPsec tunnel configuration and monitoring.
6. Perform routine maintenance, firmware upgrades, hotfixes, and security patching for network and server infrastructure.
7. Ensure regular configuration backups of network devices to maintain service continuity in the event of outages or failures.
8. Troubleshoot network issues across hardware, software, connectivity, and performance layers, conducting root cause analysis and implementing long-term preventative measures.
9. Control and monitor firewall access policies, VPN configurations, and segmentation to align with security.
10. Administer load balancers to ensure efficient traffic distribution, redundancy, and high availability of mission-critical services.
11. Collaborate with teams to ensure secure and reliable application and server connectivity.
12. Maintain accurate and updated network architecture diagrams, SOPs, and configuration records for operational efficiency.
13. Conduct network security assessments and collaborate with the team to address vulnerabilities, enforce security policies, and mitigate risks.
14. Develop and maintain network automation scripts using Ansible and shell scripts to streamline configuration and deployment tasks.

Qualifications: The Candidate should have a minimum B.Sc. in CSE or a related discipline from a reputable university with at least a CGPA of 3.00 out of 5.00 or 2.50 out of 4.00 in all examinations.

Preferred Certification:
- Fortinet NSE
- CCNA, CCNP
- VMware VCP

Experience: A minimum of 6 (six) years of practical experience in the relevant field is required.

Age Limit: Maximum 35 (thirty-five) years.

7. Senior ICS Officer (System Management)
Number of position(s): 01

The Senior ICS Officer (System Management) is a key technical resource within the ICS department, responsible for the design, implementation, optimization, and maintenance of the organization's core system infrastructure. This role ensures stability, security, and scalability of servers, storage, virtualization, and cloud platforms while driving automation and operational excellence. The incumbent provides technical leadership and collaborates with the team.

Key Responsibilities include:
1. Manage day-to-day data center operations, including server installation, hardware setup, racking, cabling, and physical environment maintenance.
2. Manage Active Directory, including group policies and user/group provisioning.
3. Administer DNS (internal and public DNS with Cloudflare), enforcing name resolution best practices.

4. Administer and troubleshoot virtualized environments using VMware, Hyper-V, or KVM.
5. Administer and troubleshoot on-premises & cloud environments: Linux and Windows Server environments for performance, uptime, and system health.
6. Install, Operate and maintain an internal GitLab server, including version control and runner setup and collaborate with developers to support application deployments and CI/CD pipelines.
7. Manage platforms: GitLab, GitHub, Jira, Azure AD, Exchange Online, SharePoint, Teams, OneDrive, Office 365
8. Monitor, analyze, and optimize system performance using tools like Grafana, Elasticsearch, and Kibana.
9. Implement, schedule, and maintain backup solutions (Veeam, NAS, Azure Cloud) and ensure data integrity.
10. Ensure high availability and business continuity across virtualization platforms.
11. Automate system administration and operational tasks using PowerShell, Bash, or Ansible scripting.
12. Manage file servers and shared storage to ensure access control, availability, and quota monitoring.
13. Enforce security policies on all systems, including OS hardening, patch management, and credential protection.
14. Manage SSL certificate lifecycles, participate in security assessments, and vulnerability remediation planning.
15. Maintain up-to-date documentation for systems, processes, and assets.

Qualifications: The Candidate should have a minimum B.Sc. in CSE or a related discipline from a reputable university with at least a CGPA of 3.00 out of 5.00 or 2.5 out of 4.00 in all examinations.

Preferred Certification:
- VCP
- RHCE
- Microsoft Azure Administrator
- AWS Certified Solutions Architect.

Experience: A minimum of 6 (six) years of practical experience in the relevant field is required.

Age Limit: Maximum 35 (thirty-five) years.

8. Front Desk Officer
Number of position(s): 01

Qualifications: The Candidate should have a Master's degree in any discipline from a reputable university with at least a CGPA of 3.00 out of 5.00 or 2.50 out of 4.00 in all examinations. Computer skills in MS Office applications, data management/processing, and the Internet are essential. The candidate should possess good command of English, strong interpersonal relationship skills, and be flexible to work in a variety of situations.

Experience: A minimum of 2 (two) years of practical experience as a Front Desk Officer/Executive will be given preference.

Age Limit: Maximum 30 (thirty) years.

9. Dispatch Rider
Number of position(s): 01

Qualifications: The Candidate should have an HSC degree with a relevant certificate.

Experience: Preferably having 2 (two) years of working experience in a relevant job.

Age Limit: Maximum 30 (thirty) years.

10. Plumber
Number of position(s): 01

Qualification: The Candidate should have a minimum SSC degree.

Experience: Minimum 1 (one) year of experience in plumbing works is required.

Age Limit: Maximum 30 (thirty) years.

Salary and benefits will be commensurate with qualifications and experience.
Only short-listed candidates will be invited for the next selection process.
Please apply through the East West University website link jobs.ewubd.edu or submit hard copy of applications to the
Chief of HR & Logistics, East West University, Plot: A/2, Jahurul Islam Avenue, Jahurul Islam City, Aftabnagar, Dhaka-1212.

Application Deadline: 10 February 2026