EAST WEST UNIVERSITY
Progoti Foundation for Education and Development
Permanent Sanad Holder

Vacancy Announcement

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

Administrative Executive

Number of position: 01

An Administrative Executive is a mid-level officer who works under the guidance of the Vice Chancellor at the University. S/he is the organizational linchpin of the office, adept at managing schedules, and facilitating communication between the Vice Chancellor and various departments. With a keen eye for detail and a talent for multitasking, s/he ensures the smooth operation of all the functions of the Vice Chancellor. Specific tasks in this role are as follows:

1. To facilitate the Vice Chancellor's decision-making process, maintain effective communication with various departments, offices and sections in a timely and appropriate fashion.
2. To provide project support for strategic projects being led by the Vice Chancellor including research, drafting documents and collating sources and resources related to projects. Providing information to support decision making relating to strategic developments for the University.
3. To manage the preliminary review of bills, proposals, purchase matters, and other administrative files before presenting to the Vice Chancellor for approval.
4. To prepare, collate and distribute information relating to various Committees, working groups and meetings, including electronic coordination of agendas, accompanying papers, attending meetings and taking minutes and dissemination of outcomes and actions.
5. To ensure that during any absences of the Vice Chancellor matters of a routine and more critical nature are dealt with promptly and efficiently.
6. To manage all aspects of the Vice Chancellor's diary, including the effective organization of travel, meetings, committees and events involving the Vice Chancellor.

Educational Requirements:
- A Master's Degree from a reputable university.
- No third class/division/CGPA 3 out of 5 or 2.5 out of 4 in any examinations.

Experience: At least 5 (five) years of working experience in a mid-level administrative position in Universities/Private organizations/Govt./Semi Govt.

Age: Maximum 35 (thirty-five) years. The age limit may be relaxed in the case of exceptionally qualified candidates.

Assistant Accounts Manager

Number of position: 01

Educational Requirements:
- Excellent academic credentials; MBA/MBS/M.Com with Accounting/Finance as major
- CA/CMA/ACCA partly qualified candidates shall be given preference.

Essential Requirements:
- Advance user of MS Office applications and e-TDS software.
- Should have a basic knowledge of chart of accounts and accounting codes.
- Good communication skill in English both spoken and written.
- Understanding of the importance of confidentiality.

Experience:
- At least 5 (five) years of working experience in the relevant field.
- Should have experience of working in an ERP environment.

Age: Maximum 40 (forty) years.

Research Assistant

Number of position: 01

Educational Requirements:
- MA/MSc/equivalent degrees from a reputed university with good CGPA
- Knowledge of in-text citation and referencing according to APA and MLA styles
- Knowledge of Reference Manager (e.g. Endnote, Mendeley, etc.)
- Efficiency in MS Office and Excel
- Good command of English (Reading, writing, speaking, listening)

Experience: Experience as a Research Assistant/Associate/similar position would be preferable.

Lab Officer (CSE)

Number of position: 01

Educational Requirements:
B.Sc. in Computer Science and Engineering from any reputable university with a minimum CGPA-2.5 out of 4 or 3 out of 5 in all the examinations.

Experience: Should have a minimum of 02 years of practical experience in the maintenance of hardware, software, and networking.

Age: Maximum 35 (thirty-five) years.

Lab Officer (Pharmacy)

Number of Position: 01

Educational Requirements:
Master's degree in Pharmacy/ Biochemistry/ Microbiology/Genetic Engineering & Biotechnology/ related disciplines from a reputed University with at least 2nd Division/ Class/CGPA-3 out of 5 or 2.5 out of 4 in all the examinations. Candidates with a Pharmacy degree will be given preference.

Experience: 01-02 year(s) of practical experience in maintaining Pharmacy/Biochemistry/Chemistry lab equipment's and in assisting lab experiments will be given preference.

Age: Maximum 35 (thirty-five) years.

Lab Officer (Physics)

Number of Position: 01

Educational Requirements:
M.Sc. with B.Sc. (Hons.) in Physics/Applied Physics from a reputable university with at least 2nd Division/Class/CGPA-3 out of 5 or 2.5 out of 4 in the examinations. A diploma/training in computer applications will be preferred.

Experience: 01-02 year(s) practical experience in maintaining Lab/relevant areas will be given preference.

Age: Maximum 35 (thirty-five) years.

Programmer

Number of position: 01

Educational Requirements:
- Bachelor's or master's in computer science/ software engineering or a related field from a reputable university with at least 2nd Division/ CGPA-3 out of 5 or 2.5 out of 4 in all the examinations.
- Strong knowledge and experience in front-end and back-end technologies such as .NET Framework (.NET Core, MVC 5), C#, CSS, Angular JS, React JS etc.
- Sound knowledge and experience in database management systems such as MS SQL Server, MySQL etc.
- Understanding of RESTful APIs and web services.
- Familiarity with cloud platforms such as Azure and AWS will be an asset.

Experience: At least 5 (five) years of working experience in full-stack software development.

Age: Maximum 40 (forty) years.

Assistant Programmer

Number of position: 01

Educational Requirements:
B.Sc. in CSE/CS/Software Engineering from a recognized university.

Experience: Minimum 03 (three) years' experience in software development. Knowledge in the business process is preferred.

Age: Maximum 40 (forty) years.

Fire Marshal

Number of position: 01

Educational Requirements:
Minimum S.S.C or equivalent.

Experience: At least 20 years of experience in Bangladesh Fire Service & Civil Defence.

Age: Maximum 50 (fifty) years.

AC Technician

Number of position: 01

Educational Requirements:
Minimum SSC in science group. A certificate of training in air conditioning is preferred.

Experience: Minimum 01 (one) experience in operation and maintaining central air conditioning equipment such as FCU, Pump, Cooling Tower is required.

Age: Maximum 30 (thirty) years.

Lift Operator

Number of position: 02

Educational Requirements:
Minimum SSC. A certificate of training in lift operation is preferred.

Experience: Relevant experience will get preference.

Age: Maximum 30 (thirty) years.

Messenger

Number of position: 05

Educational Requirements:
Minimum SSC.

Experience: Relevant experience will get preference.
Age: Maximum 30 (thirty) years

Salary and benefits commensurate with qualifications and experience. Only short-listed candidates will be invited for the next selection process.

Please apply attaching all academic and experience certificates through East West University website link **jobs.ewubd.edu** or to the **Chief of HR and Logistics, East West University, A/2, Jahurul Islam Avenue, Jahurul Islam City, Aftabnagar, Dhaka-1212**.

Application Deadline: 05 March 2025