



Office of the HEAT Sub-Project (PIN-13821)

East West University, Dhaka



The Government of the People's Republic of Bangladesh, through the Ministry of Education's Secondary and Higher Education Division and the University Grants Commission (UGC), is currently overseeing the Higher Education Acceleration and Transformation Project (HEAT), under which the sub-project "**Development of Carbon-Based Porous Materials from Waste Resources for Sustainable Energy, Environmental, and Desalination Applications**" is being conducted. Applications are therefore invited from eligible candidates for the following temporary research positions.

Office Manager (No. of vacancy-1)

Qualifications:

- A Bachelor's Degree from a recognized higher education institution.

Core Responsibilities:

- Delivering comprehensive logistical and administrative support for all project activities.
- Managing all project correspondence, meeting coordination, and scheduling.
- Establishing and maintaining project records and documentation.
- Disseminating timely reports, minutes, and progress updates to relevant parties.

Essential Skills & Competencies:

- Good written and verbal fluency in both English and Bangla.
- Advanced skill level in the MS Office Suite (especially Word, Excel, and PowerPoint) and professional email etiquette.
- Competency in Adobe Illustrator and website design is a significant advantage.

Compensation:

- A consolidated monthly salary of BDT 30,000/- (subject to deduction of income tax at source per government rules).

Research Associate (No. of vacancy-1)

Qualifications:

- A Bachelor's Degree in Chemistry, Biochemistry, or Pharmacy from a recognized institution is mandatory.
- Candidates having prior research experience in Nanomaterial synthesis, Carbon-based porous material synthesis, and PPCPs removal will be preferred.
- A strong record of good publications in the relevant research fields will be an added advantage.

Core Responsibilities:

- The key focus of this role is on the creation and study of advanced carbon-based porous materials from different waste streams available in Bangladesh.

• Characterization and applications of synthesized material for various environmental applications. Essential Skills & Competencies: • Good written and verbal communication in English • Excellent wet- lab experience for synthesis and analysis. • Excellent ability in scientific data analysis, chemical drawing, and scientific report and manuscript writing. Compensation: • A consolidated monthly salary of BDT 30,000/- (subject to deduction of income tax at source per government rules).
MSc. Student (No. of vacancy-1)
Qualifications: • Currently enrolled in M.Sc. in Pharmacy at EWU • First-semester MSc student with an interest in carbon-based porous materials or nanomaterials for PPCP removal or drug delivery, or controlled drug release. • Previous wet-lab-based research experience will get preference. Essential Skills & Competencies • Good written and verbal communication in English • Excellent ability in wet lab research work, scientific data analysis, chemical drawing, and scientific report and manuscript writing. Stipend: • A consolidated monthly stipend of BDT 25,000/- (Income tax will be deducted at source as per government rules).

Interested candidates are requested to submit their applications by November 24, 2025 (email or hard copy) to the following address with all relevant certificates along with experience documents.



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N.B. Only the shortlisted candidate will be contacted for an interview.