



EAST WEST UNIVERSITY

(Permanent Sanad Holder)

JOB OPPORTUNITY

Applications are invited for full time appointment (temporary) against the following position 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: 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

The monthly consolidated salary will be approximately nineteen thousand only (19,000/=). In addition, he/she will receive two Eid bonus and noboborso vata as per government rule.

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 to kalam@ewubd.edu

Only short listed candidates will be called for interview.

Application Deadline: June 26, 2016