



EAST WEST UNIVERSITY
PROGOTI FOUNDATION FOR EDUCATION AND DEVELOPMENT
PERMANENT SANAD HOLDER
A/2 Jahurul Islam City, Aftabnagar, Dhaka-1212, Bangladesh

Vacancy Announcement

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

1. Deputy Director, Students' Welfare and Career Counseling Center - (01 post)

Qualification: Master's degree from a reputable university with no third class/division in any examinations. The degrees in management/economics/business will be preferred. S/he should have good communication skill in English and Bangla with ability to use a computer.

Experience: Minimum 12 (twelve) years' experience in a senior mid-level administrative position in Govt./Semi Govt./Private organizations/Universities. Preference will be given to candidates having experience in soft skills training, student development and career counseling at university level.

Age: Below 45 years.

2. Departmental Officer - (01 post)

Qualification: Master's degree in any discipline from a reputable University. At least 2nd Division/Class/CGPA-3.00 out of 5.00 or 2.50 out of 4.00 in all the examinations. Must have good drafting skill in both English and Bengali. Computer skill in office application package, data management/processing and Internet is essential with minimum typing speed in English-30 wpm and in Bangla-20 wpm. He/she should possess good command in English, strong interpersonal relationship skills and flexible to work in a variety of situations.

Experience: 01-02 year(s) of practical experience in any private university will be given preference.

Age: Maximum 35 years.

3. ICS Officer – (01 post)

Qualification: Candidate should have minimum B.Sc. in CSE/IT/ICE or equivalent field from a reputable university with at least 2nd Division/Class/CGPA-3 out of 5 or 2.5 out of 4 in all the examinations.

Experience: Experience in the relevant areas including user support, network infrastructure installation, troubleshooting & maintenance etc. are preferred.

Age: Maximum 35 years.

4. Fire Technician - (01 post)

Qualification: SSC with relevant trade certificate.

Experience: Minimum 01 (one) year experience in operation and maintenance of central firefighting, voice communication, alarm, and rescue systems.

Age: Maximum 30 years.

5. AC Technician - (01 post)

Qualification: Minimum SSC in science group. Certificate of training on air conditioning is preferred.

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

Age: Maximum 30 years.

6. HVAC Operator - (01 post)

Qualification: Minimum SSC in science group. Certificate of training on HVAC system is preferred.

Experience: Minimum 01 (one) year experience in operation and maintaining of HVAC is required specially water-cooled chiller operation with BMS systems.

Age: Maximum 35 years.

7. Lift Operator - (02 posts)

Qualification: Minimum SSC. Certificate of training on lift operation is preferred.

Experience: Minimum 01 (one) year experience in operation and maintenance of lift is required.

Age: Maximum 30 years.

8. Plumber - (01 post)

Qualification: Minimum SSC.

Experience: Minimum 01 (one) year experience in plumbing works is required.

Age: Maximum 30 years.

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

Please apply through East West University website link **jobs.ewubd.edu** or to the Chief of HR & Logistics, East West University, Plot: A/2, Jahurul Islam Avenue, Jahurul Islam City, Aftabnagar, Dhaka-1212.

Application Deadline: 18 January 2023