Vacancy Announcement

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

1. Director, Media and Communications

Number of position: 01

A Director of Media and Communications is a senior leader who promotes and advances the reputation of the University at home and abroad by leading, developing, and enhancing the brand positioning through Communication and PR strategy across the target audience. S/he will work under the guidance of the Vice Chancellor and will be responsible for the smooth functioning of the department and the staff under him/her. Key duties and responsibilities will include:

- Formulate and lead the overall Brand, Communication, and PR Strategy of the University.
- Evaluate, develop, and implement a strategic communication plan to enhance the reputation of the University, nationally and internationally.
- Lead and supervise all PR campaigns and activities.
- Act as the University spokesperson in the print and electronic media.
- Lead and supervise production and design of all visual content in print, electronic, and web media.
- Oversees communication team's expenditure and budgeting process.
- Develop a close working relationship with government agencies, especially UGC and the Ministry of Education.
- Liaise with other universities, and educational and research institutions to create positive branding of the EWU.

Qualifications and Experience:

Master's degree from a reputable university with no third class/division in any examinations. S/he should have at least 15 (fifteen) years of experience in a senior-level administrative position in universities/govt/semi-govt or Private organizations. In addition, s/he should possess excellent interpersonal and communication skills in English and Bangla. and IT knowledge with proficiency in modern computer applications. Professional courses in Advertising, Marketing, Communications, and Business Development will be considered an added advantage.

Age: Maximum 50 (fifty) years. The age limit may be relaxed in the case of exceptionally qualified candidates.

2. Departmental Officer

Number of position: 02

Qualifications: 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 Bangla. Computer skill in office application packages, 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 (thirty-five) years.

3. Library Circulation Officer

Number of positions: 02

Qualifications: The applicant should have MA/MSS with BA/BSS (Hons.) in Information Studies/Science and Library Management from a reputable university with at least 2nd Division/Class/CGPA-3 out of 5 or 2.5 out of 4 in the examinations. He/she should possess IT skills, knowledge of modern library software and metadata standards, good command in English, strong interpersonal relationship skills and should be available for shifting/roster duty and flexible to work in a variety of situations. Candidates with professional membership will be preferred.

Age: Maximum 35 (thirty-five) years.

4. Lab Officer (Physics)

Number of position: 01

Qualification: 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.

5. Lab Officer (Pharmacy)

Number of position: 02

Qualification: Master's degree in Pharmacy/Biochemistry/Microbiology/Genetic Engineering & Biotechnology or 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. A candidate with a B. Pharm degree will be preferred.

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

Age: Maximum 35 (thirty-five) years.

6. Archiving Officer cum Designer

Number of position: 01

Qualification: Bachelor's degree or equivalent in science/business/social science/graphic design/fine arts, or related field.

Key Skills: Capable of using digital archiving tools and software for archiving various documents. Proficiency with design software like Adobe Creative Suite (Photoshop, Illustrator, InDesign) or similar. Capable of using appropriate fonts, color schemes, and design principles to enhance the visual appeal of designs. Capable of designing logos, illustrations, infographics, and layouts for various media.

Experience:
- Work experience in archives or record management departments.
- Ability to handle both physical and digital archives.
- 05 (five) years demonstrated experience in desktop publications in design studios, advertising agencies, or in-house design teams.
- Freelance projects or personal portfolio work.

Age: Maximum 35 (thirty-five) years.

7. ICS Officer (Network Management)

Number of position: 01

Key Responsibilities:
- **Firewall Management & Security:**
  - Configure, manage, and monitor firewalls to safeguard the network perimeter.
  - Managing inbound and outbound rules.
  - Implement and maintain VPNs (IPSec, SSL), and intrusion prevention/detection systems.
  - Troubleshoot firewall-related issues to ensure zero downtime and robust network defence.
  - Collaborate with security teams for vulnerability assessments and patch management.

- **Routing & Switching:**
  - Deploy, configure, and maintain routers and switches across LAN, WAN, and data center environments.
  - Optimize routing protocols (BGP, OSPF, EIGRP) for performance and reliability.
  - Manage VLANs, MZ, DMZ, and network segmentation for optimal traffic flow and security.
  - Handle firmware upgrades, backups, and device lifecycle management.

- **Wireless Network Administration:**
  - Manage **Huawei Wireless LAN Controllers (WLCs)** and Access Points to deliver

reliable wireless connectivity.
- Configure SSIDs, security settings (WPA3, 802.lX), and roaming policies.
- Monitor wireless performance and troubleshoot connectivity issues.

- **Data Centre Operations:**
  - Oversee data center networking and infrastructure ensuring redundancy, availability, and scalability.
  - Coordinate hardware installations, cabling, and maintenance.
  - Monitor power, cooling, and environmental controls alongside network health metrics.

- **Monitoring & Performance Management:**
  - Implement network and server monitoring solutions (e.g., SNMP, Syslog, Nagios, SolarWinds).
  - Analyze logs and alerts to proactively detect and resolve network incidents.
  - Generate performance reports and capacity planning recommendations.

- **Cloud & SaaS Management:**
  - Manage AWS services like EC2, S3, IAM, and VPC, ensuring cloud resources are secure and cost-effective.
  - Oversee Google Workspace user administration and security policies - keeping the "G" in GSuite from turning into "Oops."

- **Documentation & Compliance:**
  - Maintain detailed documentation of network configurations, topology diagrams, and operational procedures.

  - Assist in Risk Assessments related to network and infrastructure security.

- **Collaboration & Support:**
  - Work closely with IT teams, vendors, and stakeholders to support projects and upgrades.
  - Provide Level 2/3 support for escalated network issues.
  - Train junior staff and end-users on network best practices.

Qualifications and Skills: Candidate should have a minimum B.Sc. in CSE/IT/ICE from a reputable university with at least CGPA 3 out of 5 or 2.5 out of 4 in all examinations. Proven hands-on experience with Fortinet firewalls, Juniper and Cisco routers/switches, and Mikrotik devices. Strong Knowledge of routing protocols, firewall rulesets, and wireless technologies, especially Huawei WLC and APs. Proficiency with VMware vSphere and Microsoft Hyper-V virtualization platforms. Solid understanding of data center infrastructure management and best practices. Experience with network monitoring tools and alerting systems. Ability to troubleshoot complex network issues under pressure. Excellent communication skills and a knack for clear documentation.

Preferred Certification:
- Fortinet NSE (Network Security Expert)
- Cisco CCNA, CCNP, or equivalent
- Juniper JNCIA/JNCIS

- VMware VCP
- Microsoft Certified: Azure Administration or equivalent Hyper-V certification.

Bonus Points:

- Experience with automation tools (Ansible, Python scripting)
- Familiarity with cloud networking (AWS, Azure, GCP)
- Understanding of ISO 27001 and other security frameworks

Age: Maximum 35 (thirty-five) years.

8. ICS Officer (System Management)

Number of position: 01

Key Responsibilities:
- **Server Administration:**
    - Install, configure, and maintain Linux (CentOS, Ubuntu, RHEL) and Windows Server systems.
    - Administer Active Directory, LDAP, DNS, DHCP, group policies.
    - Harden servers with security patches, performance tuning, and proactive troubleshooting.

- **Virtualization and Infrastructure:**
    - Administer **VMware ESXi** and **Microsoft Hyper-V** virtualization platforms.
    - Deploy and manage virtual machines, resource allocation, and storage configurations.
    - Perform regular backups, snapshots, and disaster recovery testing.

- **Application Development and Containerization:**
    - Deploy and maintain NGINX and HAProxy as a trusty traffic conductors for web and app services.
    - Manage relational databases such as MariaDB and PostgreSQL with a keen eye on backups, performance, and security.
    - Build and maintain Docker containers, streamlining development and deployment cycles with container magic.

- **Backup and Automation:**
    - Develop and maintain regular backup scripts using Bash shell and Python to ensure data integrity and disaster readiness.
    - Automate routine tasks and infrastructure workflows leveraging Python scripting and shell automation to boost efficiency and reduce human error.

- **Data Center and Monitoring:**
    - Manage physical data center operations, including hardware maintenance, power, cooling, and vendor coordination.
    - Set up and maintain monitoring solutions like Grafana dashboards and the ELK stack (Elasticsearch, Logstash, Kibana) to keep a vigilant eye on system health and logs.
    - Respond proactively to alerts, troubleshoot incidents, and optimize system reliability.

- **Security and Compliance:**
    - Developing and maintaining a patch management schedule.
    - Applying critical security patches and hotfixes.

    - Prioritization of patching based on severity
    - Knowledge of vulnerability scanning tools (Nessus, Qualys, OpenVAS).
    - Understanding of organizational security policies (e.g., password complexity, MFA, privileged access policies).

- **Version Control and Collaboration:**
  - Use Git for version control, enabling smooth collaboration and reliable code deployments.
  - Work closely with DevOps, network, and security teams to implement best practices across the stack.

- **Documentation and Training:**
  - Maintain clear documentation for systems, procedures, and automation scripts.
  - Share knowledge and mentor junior staff to build a stronger, smarter team.

Qualifications and Skills: Candidate should have a minimum B.Sc. in CSE/IT/ICE from a reputable university with at least CGPA 3 out of 5 or 2.5 out of 4 in all examinations.

- Strong Linux (CentOS, Ubuntu, RHEL) and Windows Server Administration skills.
- Hands-on expertise with VMware vSphere and Microsoft Hyper-V platforms.
- Proficient in Active Directory, DNS, DNCP, and Group Policy Management.
- Experience in managing AWS cloud services and Google Workspace Administration.
- Skilled with NGINX, HAProxy, MariaDB, PostgreSQL, and Docker containerization.
- Solid scripting abilities in Bash and Python for automation and backups.
- Familiarity with Git version control for collaborative workflows.
- Experience with monitoring tools such as Grafana and ELK stack.
- Knowledge of data centre infrastructure and operational best practices.
- Excellent troubleshooting, communication, and multitasking skills.

Preferred Certification:
- Certifications like VCP, RHCE, Microsoft Azure Administrator, AWS Certified Solutions Architect.
- Experience with configuration management tools (Ansible, Puppet, Chef).
- Familiarity with CI/CD pipelines, Kubernetes, and advanced automation frameworks.

Age: Maximum 35 (thirty-five) 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 to the
Chief of HR & Logistics, East West University, Plot: A/2, Jahurul Islam Avenue, Jahurul Islam City, Aftabnagar, Dhaka-1212.

Application Deadline: 14 August 2025