



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

1. Director, Global Engagement and Communications

Number of position(s): 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.
- Oversee 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 Limit: Maximum 50 (fifty) years. The age limit may be relaxed in the case of exceptionally qualified candidates.

2. Chief Technology Officer (CTO)

Number of position(s): 01

The CTO serves as a strategic leader for the Information and Computer Services (ICS)/IT department and oversees the development, implementation, and management of all technological undertakings/tasks of the university. The CTO plays a key role in shaping the university's technological direction, driving innovation and technology initiatives aligning with the university's mission and objectives, and ensuring the security of the systems. The incumbent CTO will report to the Vice Chancellor of the University.

Salient Responsibilities:

- As Chief of ICS/IT department, engaging and aligning all stakeholders with a shared vision to achieve the strategic objectives for the technological advancement of the university.
- Advise on the technological needs of the university in the fast-changing IT environment.
- Collaborating with internal stakeholders such as students, faculty members, and university administration to realize their needs, goals, and expectations.
- Build effective communication with relevant external stakeholders while adopting or implementing updated technologies/methodologies in the global context.
- Overseeing software development processes and optimizing as and when necessary.
- Implement and maintain the university's technology infrastructure and ensure the security of infrastructure components.
- Identifying and evaluating potential vendors and partners for technology-related products or services.
- Monitoring vendor performance, negotiating contracts, and ensuring compliance with agreed-upon terms and deliverables.

Essential Criteria:

- Minimum B.Sc. in CSE/CS/IT from a reputable university.
- M.Sc. or post-graduation in a related field is preferable.

Experience:

- About 10 (ten) years of professional experience with at least 5 (five) years as a System Administrator.
- Experience in the technical lead (Software Development), IT-enabled service (preferably in Academia), and data management are preferable.
- Relevant professional certifications will be a key advantage.

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

3. Research Officer

Number of position(s): 01

Job Responsibilities:

- Assist in the editorial operations and productions of the East West Journal of Humanities (EWJH) and the East West Journal of Business and Social Studies (EWJBSS).
- Maintaining research project database including systematic filing and documentation.
- Assist in organizing EWUCRT seminars, workshops, training programs, meetings, and other academic and administrative events conducted by EWUCRT.
- Perform regular administrative duties as assigned by the EWUCRT.

Qualifications:

- MA/MSc/equivalent degrees from a reputed university with strong academic record
- Knowledge of in-text citation and referencing according to APA and MLA styles
- Knowledge of Reference Manager (e.g. Endnote, Mendeley, etc.)
- Familiarity with design tools (e.g., Canva and/or Adobe Photoshop) will be considered an added advantage
- Efficiency in MS Office applications, particularly MS Word, Excel, and PowerPoint
- Strong command of English (Reading, writing, speaking, and listening)

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

Age Limit: Maximum 40 (forty) years.

4. Senior Departmental Officer

Number of position(s): 04

Job Responsibilities:

- Handling daily academic and administrative activities efficiently.
- Supporting student engagement initiatives and responding to student queries and concerns.
- Demonstrating strong interpersonal and communication skills to interact with faculty members, students, industry representatives, and international partners.
- Assisting in the development and management of collaborations with foreign universities and institutions.
- Coordinating Memoranda of Understanding (MoUs), exchange programs, and other international partnership activities.
- Managing the department's social media presence to enhance visibility and promote academic programs, events, achievements, and research activities.
- Possessing strong digital skills to support modern administrative and communication requirements.
- Preparing and editing content for the department's website, newsletters, brochures, annual reports, and promotional materials.

Qualifications:

- The candidate should have Master's degree in any discipline from a reputable university with at least a 2nd Division/Class/CGPA-3.00 out of 5.00 or 2.50 out of 4.00 in all examinations.
- Strong drafting and communication skills in both English and Bangla, with a minimum typing speed of 30 WPM in English and 20 WPM in Bangla.

- Proficiency in Microsoft Office applications, data management and processing, and Internet-based tools. Basic graphic design skills using Canva, Adobe Express, or similar platforms are preferred.
- Practical skills in photography and videography for documenting departmental events and activities, along with video editing skills for producing short promotional and informational clips.
- Competency in academic administration and coordination of departmental programs, activities, and events.
- Ability to manage digital and social media platforms, including Facebook, LinkedIn, Instagram, and YouTube, with competency in content creation and digital marketing to enhance departmental outreach, visibility, and branding.
- Excellent command of English, strong interpersonal and organizational skills, and the flexibility to work effectively in a variety of situations.

Experience: 01-02 years of practical experience in the relevant field is required.

Age Limit: Maximum 35 (thirty-five) years.

5. Senior Lab Officer (CSE – Digital Systems Lab)

Number of position(s): 01

Qualifications:

- The Candidate should have a B.Sc. in Computer Science and Engineering (CSE) or Electrical and Electronic Engineering (EEE) from a reputable university with at least a CGPA of 3.00 out of 5.00 or 2.50 out of 4.00 in all examinations.
- Preference will be given to candidates possessing an MS degree in a relevant field.

Experience: A minimum of 2 (two) years of practical experience in hardware, software, and network maintenance is required.

Age Limit: Maximum 35 (thirty-five) years.

6. Senior Lab Officer (CSE)

Number of position(s): 03

Qualifications:

- The Candidate should have a B.Sc. in Computer Science and Engineering (CSE) from a reputable university with at least a CGPA of 3.00 out of 5.00 or 2.50 out of 4.00 in all examinations.
- Preference will be given to candidates possessing an MS degree in a relevant field.

Experience: A minimum of 2 (two) years of practical experience in hardware, software, and network maintenance is required.

Age Limit: Maximum 35 (thirty-five) years.

7. Senior Lab Officer (Physics)

Number of position(s): 01

Qualifications:

- The Candidate should have an M.Sc. in Physics/Applied Physics with a thesis or an M.Sc. in Physics/Applied Physics with 2 (two) years of lab-based work experience from a reputable university with at least a CGPA of 3.00 out of 5.00 or 2.50 out of 4.00 in all examinations.
- The Candidate should also have proficiency in MS Office and other relevant software used in the operation and maintenance of laboratory instruments.

Age Limit: Maximum 35 (thirty-five) years.

8. Senior Lab Officer (Pharmacy)

Number of position(s): 01

Qualifications: The candidate should have a M.Sc. in Pharmacy/ Biochemistry /Microbiology/ Genetic Engineering & Biotechnology/related disciplines from a reputed University with at least 2nd Division/CGPA-3.00 out of 5.00 or 2.50 out of 4.00 in all the examinations.

Experience: A minimum of 2 (two) years of practical experience in maintaining Pharmacy/ Biochemistry/Chemistry lab equipment and in assisting lab experiments is required.

Age: Maximum 35 (thirty-five) years.

9. Assistant Accounts Officer

Number of position(s): 02

Qualifications: The candidate should have Master's/MBA degree in Accounting, Finance or a related discipline from a reputable university/institution with at least 2nd Division/Class/CGPA of 3.00 out of 5.00 or 2.5 out of 4.00 in all examinations.

Experience: A minimum of 2 (two) years of relevant work experience in accounts, finance, audit or a related field. is required. Experience in computerized accounting systems and proficiency in MS Office, particularly MS Excel will be preferred.

Age Limit: Maximum 32 (thirty-two) years.

10. Security Inspector

Number of position(s): 03

Qualifications: The candidate should have a minimum Bachelor's degree from any reputable university with at least 2nd division/class/CGPA-3.00 out of 5.00 or 2.50 out of 4.00 in all examinations. Retired Army/Navy/Air Force person is preferred.

Experience: A minimum of 10 (ten) years of experience in the relevant field.

Age Limit: Maximum 45 (forty-five) years. The qualification and age limit may be relaxed in the case of retired Army/Navy/Air Force personnel.

11. ICS Assistant

Number of position(s): 03

Qualifications:

- The candidate should have minimum Diploma in CSE/IT/ICE or equivalent field from a reputable university/institution with at least 2nd Division/Class/CGPA of 3.00 out of 5.00 or 2.5 out of 4.00 in all examinations.
- Preference will be given to candidates possessing a B.Sc. degree in a relevant field.

Experience: A minimum of 3 (three) years of experience in areas such as user support, network infrastructure installation, troubleshooting & maintenance etc. are required.

Age Limit: Maximum 35 (thirty-five) years.

12. Lift Operator

Number of position(s): 02

Qualifications: The candidate should have a minimum SSC degree. A certificate of training in lift operation is required.

Experience: Relevant experiences are preferred.

Age Limit: Maximum 30 (thirty) years.

13. Messenger

Number of position(s): 04

Qualifications: The candidate should have a minimum SSC degree.

Experience: Relevant experiences are preferred.

Age Limit: Maximum 30 (thirty) 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 submit hard copy
of applications to the
Chief of HR & Logistics, East West University, Plot: A/2, Jahurul Islam Avenue, Jahurul Islam
City, Aftabnagar, Dhaka-1212.

Application Deadline: 17 September 2026