# EAST WEST UNIVERSITY
## Progoti Foundation for Education and Development
### Permanent Sanad Holder

## Vacancy Announcement

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

### 1. Instructor (CSE Lab)
**Number of position: 01**
**Educational Requirements:**
- A Bachelor's Degree in Computer Science and Engineering with a minimum of four years of university education from a reputed institution.
- Excellent academic results are a must.

**Age:** Maximum 30 years.

### 2. Assistant Accounts Manager
**Number of position: 01**
**Educational Requirements:**
- Excellent academic credentials; MBA/MBS/M.Com with Accounting/Finance as major
- CA/CMA/ACCA partly qualified candidates shall be given preference.

**Essential Requirements:**
- Advance user of MS Office applications and e-TDS software.
- Should have a basic knowledge of chart of accounts and accounting codes.
- Good communication skill in English both spoken and written.
- Understanding of the importance of confidentiality.

**Experience:**
- At least 5 (five) years of working experience in the relevant field.
- Should have experience of working in ERP environment.

**Age:** Maximum 40 years.

### 3. Research Assistant
**Number of position: 01**
**Qualifications:**
- MA/MSc/equivalent degrees from a reputed university with good CGPA
- Knowledge of in-text citation and referencing according to APA and MLA styles
- Knowledge of Reference Manager (e.g. Endnote, Mendeley, etc.)
- Efficiency in MS Office and Excel
- Good command of English (Reading, writing, speaking, listening)

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

### 4. Programmer
**Number of position: 01**
**Qualifications:**
- Bachelor's or master's in computer science/software engineering or a related 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.
- Appropriate knowledge and experience in front-end and back-end technologies such as .NET Framework (.NET Core, MVC 5), C#, CSS, Angular JS, React JS etc.
- Sound knowledge and experience in database management systems such as MS SQL Server, MySQL etc.
- Understanding of RESTful APIs and web services.
- Familiarity with cloud platforms such as Azure and AWS will be an asset.

**Experience:** At least 5 (five) years of working experience in full-stack software development.

**Age:** Maximum 40 years.

### 5. Assistant Engineer (Civil)
**Number of position: 01**
**Qualifications:** B. Sc. in Civil Engineering from any reputable university with a minimum CGPA-2.5 out of 4 or 3 out of 5 in all examinations. Knowledge in computer applications particularly, AUTO CAD, MS OFFICE & Excel are required.

**Experience:** Minimum 03 (three) years practical experience in construction, maintenance and supervision of civil works, estimating and bill preparing of civil works.

**Age:** Maximum 35 years.

### 6. Fire Marshal
**Number of position: 01**
**Qualifications:** Minimum S.S.C or equivalent.
**Experience:** At least 20 years of experience in Bangladesh Fire Service & Civil Defence.
**Age:** Maximum 50 years.

### 7. Departmental Officer
**Number of position: 03**
**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 years

### 8. Lab Officer (Physics Lab)
**Number of Position: 01**
**Qualification:** Candidate should have M. Sc. with B. Sc. (Hons.) in Physics/Applied Physics from a reputable university with at least 2nd Division/Class/CGPA-3 out of 4 or 3 out of 5 in all the examinations. A candidate with 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 years.

### 9. Lab Officer, Department of CSE
a) Image Processing Lab: Number of Position: 1
b) Augmented Reality Virtual Reality Lab: Number of Position: 1
c) Human Computer Interaction Lab: Number of Position: 1
d) Lab Officer (Big Data Analytics and Cyber Security Labs): Number of Position: 1

**Qualification:** B.Sc. in Computer Science and Engineering from any reputable university with a minimum CGPA-2.5 out of 4 or 3 out of 5 in all the examinations.

**Experience:** Should have a minimum of 02 years of practical experience in the maintenance of hardware, software, and networking.

**Age:** Maximum 35 years.

### 10. Lab Officer (Pharmacy)
**Number of Position: 01**
**Qualification:** Master's degree in Pharmacy/Biochemistry/ Microbiology/Genetic Engineering & Biotechnology/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. Candidates with a Pharmacy degree will be given preference.

**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 years.

### 11. CCTV Monitoring Operator (Junior)
**Number of position: 01**
**Qualification:** Minimum SSC in science group. CCTV security camera and networking certificate are preferred.
**Experience:** At least 01 (one) year practical experience in operating and maintaining surveillance equipment, watching both live and recorded video surveillance footage. Experience in a security/similar position will be preferred.
**Age:** Maximum 30 years.

Salary and benefits commensurate with qualification and experience. Only short-listed candidates will be invited for the 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: 14 November 2024

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