



**BANGLADESH UNIVERSITY OF ENGINEERING AND TECHNOLOGY**  
**Department of Materials and Metallurgical Engineering**

বস্তু ও ধাতব কৌশল বিভাগ, বাংলাদেশ প্রকৌশল বিশ্ববিদ্যালয়, ঢাকা - ১০০০



Office of the Sub-Project Manager  
Sub-Project CPSF No. 3117  
+880 2 5516 7100 Ext. 6777, 7332

Higher Education Quality  
Enhancement Project (HEQEP)  
<http://mme.buet.ac.bd/research/heqep>

Dr. H. M. Mamun Al Rashed  
Sub-Project Manager  
[hrashed@mme.buet.ac.bd](mailto:hrashed@mme.buet.ac.bd)

HEQEP/CPSF 3117/2017/JUN/04b

June 06, 2017

### Job Opportunity

Applications are invited for an appointment of part-time **Office Secretary Cum Accountant** in the department of Materials and Metallurgical Engineering (MME) under HEQEP sub-project.

Position	Minimum Qualification	Job Responsibilities
Office Secretary Cum Accountant	<b>Essential Criteria</b> i) Education: BSc in Materials and Metallurgical Engineering (MME) with a CPGA of minimum 3.00 in a scale of 4  <b>Desirable Criteria</b> i) Experience and understanding of accounting related job through appointment in service or undertaking course ii) Strong interpersonal and negotiation skills; exceptional written and oral communication skills and high level analytical, problem solving and research skills	i) The position will provide financial management, administrative service and technical support in relation to sub-project management and research work. ii) The position will prepare and maintaining Cash Book, Ledger, Petty Cash Book, IT and VAT Register, Payroll Register, Fixed Asset Register and other related registers. iii) The position will contribute in report preparation, organisation of events and quality assurance. iv) The position will coordinate in MME related research activities and take part in active research work.
	<b>Consolidated Salary:</b> BDT 16,900 per month <b>Hours of Duty:</b> 25 Hours per Week	<b>Position Status</b> Part-time for the Duration of the Sub-Project
	<b>Vacancy Closes</b> Sunday 18 June 2017 4.30 pm	<b>Vacancy Reference Number</b> HEQEP/CPSF 3117/2017/JUN/04
Date of Notice for Provisionally Selected Candidates		19 June 1.30 pm at Noticeboard of Dept. of MME
Date of Written Examination for Provisionally Selected Candidates		20 June 2017 10.00 am at Dept. of MME
Date of Viva for Candidates Passed in Written Examination		20 June 2017 1.30 pm at Dept. of MME

#### TO APPLY

Interested candidates can apply by sending application form and cover letter with an up-to-date CV, one recent colour passport size photograph and copies of all certificates, diplomas, degrees, memberships, fellowships etc. and transcripts of examinations to the undersigned. The application form (*Form of Reg-2*) can be downloaded from <http://regoffice.buet.ac.bd>. The authority reserves the right to accept or reject any part of the appointment process. All communication after receiving of applications will be made ONLY through email and departmental noticeboard. No TA/DA will be provided for attending interview. If any candidate wishes to send application through email, all required files MUST be attached as a single PDF file.

*H. M. Mamun Al Rashed*  
06.06.2017

Dr. H. M. Mamun Al Rashed  
Sub-Project Manager  
HEQEP Sub-Project (CPSF No. 3117)  
[hrashed@mme.buet.ac.bd](mailto:hrashed@mme.buet.ac.bd)