



বুয়েট-জাপান ইন্সটিটিউট অব ডিজাস্টার প্রিভেনশন এন্ড আরবান সেফটি  
বাংলাদেশ প্রকৌশল বিশ্ববিদ্যালয়, ঢাকা-১০০০

BUET- Japan Institute of Disaster Prevention and Urban Safety  
Bangladesh University of Engineering and Technology (BUET), Dhaka-1000.  
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**Part-Time Job Opportunity**

Date: 16 November, 2016

Applications are invited from Bangladeshi nationals for the following part-time position for the Sub-Project "Development of Post-Graduate Research and Degree Programs in Disaster Risk Reduction at New Institute on Disaster Prevention and Urban Safety" being implemented at BUET-JIDPUS under Higher Education Quality Enhancement Project (HEQEP) of University Grants Commission of Bangladesh.

Position	Qualification	Responsibility
<b>Accountant</b> (Part-Time: 8-10 hrs/week) Monthly Salary: Tk.7000/= (consolidated)	Min. B.Com with advanced knowledge of MS-Excel and at least two years relevant work experience. Masters degree in relevant field may be preferred.	Responsibility includes supervising project accounts record keeping by accounts assistant and preparing financial reports as per HEQEP project requirements.

Interested candidates fulfilling the above requirements are requested to submit application with CV, two recent passport size photographs, copies of certificates of academic degrees and experiences at the office of BUET-JIDPUS by **4:30 pm on 3 December, 2016**. Application may also be sent by email to the undersigned. The Authority reserves all rights to accept or cancel part or whole of the appointment process without assigning reasons whatsoever. No TA\DA will be provided for this interview. After receiving applications, all communications will be done by E-mail and mobile SMS.

*Hussaini*

**Dr. Tahmeed M. Al-Hussaini**

Director

BUET-Japan Institute of Disaster Prevention & Urban Safety (BUET-JIDPUS)

Bangladesh University of Engineering & Technology (BUET), Dhaka-1000

&

Sub-Project Manager (CP-3140: Development of Post-Graduate Research and Degree Programs in Disaster Risk Reduction at New Institute on Disaster Prevention and Urban Safety)

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