



Job Opportunity

Date: 23 September, 2014

Applications are invited from Bangladeshi nationals for various full-time and part-time positions 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 (project ends Dec.2016) at BUET-JIDPUS under Higher Education Quality Enhancement Project (HEQEP) of University Grants Commission of Bangladesh.

Position	Qualification	Responsibility
Project Engineer cum Office Manager (Full-time) <u>Monthly salary Tk.23,000/= (consolidated) plus festival bonus</u>	B.Sc.Engg (4-years) degree in Civil Engineering from any recognized University with 1 st division/class or CGPA-3.00 in the scale of 4. Hard working and research minded civil engineer with research experience in experimental soil dynamics/structural dynamics or geophysical testing will be preferred. Candidates should also have good communication skills and interpersonal skills.	Dual Responsibility includes day-to-day project management tasks as well as participation in project research under supervision of SPM/DSPM. Project management tasks include (but is not limited to) maintaining liaison with HEQEP-UGC office and other relevant organizations, organizing meetings and seminars, preparing project progress and financial reports and assist SPM/DSPM in project co-ordination, record keeping and submission of project deliverables.
Research Assistant (RA) (Full-time for 20-22 months) <u>Monthly salary Tk.18,000/= (consolidated) plus festival bonus</u> Salary may be increased based on performance of 8 months Total No of positions: 3 (Three) Two more positions will be available after 3-4 months.	B.Sc. Engg. (4-years) degree in Civil Engineering from any recognized University with 1 st division/class or CGPA-3.00 in the scale of 4. Candidates with good academic record, research experience in related field and excellent writing skills will be preferred. No of positions: 2 (Two) Bachelors (4-years) degree in Urban and Regional Planning from any recognized University with 1 st division/class or CGPA-3.00 in the scale of 4. Candidates with good academic record and writing skills, experience in GIS applications and community survey works will be preferred. No of positions: 1 (One)	Responsibility includes project related research activities under the supervision of SPM/DSPM and other faculty members. Research areas: (1) Seismology (2) Geotechnical & Geophysical Investigation, Geotechnical Earthquake Engineering (3) Structural Vulnerability Assessment Responsibility includes project related research activities under the supervision of SPM/DSPM and other faculty members. Research areas: (4) Disaster Risk Assessment (5) Evacuation & Safety aspects during disaster
Accounts Assistant (Part-Time: 20 hrs/week) <u>Monthly Salary: Tk.4000/= (6 months)</u> Tk.5000/= (after 6 months)	HSC with experience in using MS-Word and MS-Excel. Minimum two years working experience as accounts assistant in government /semi-government/autonomous organizations.	Responsibility includes performing project accounting tasks and record keeping as per HEQEP project requirements.
MLSS (Full-time) <u>Monthly salary Tk.8,000/= (consolidated) plus festival bonus</u>	SSC or equivalent. Previous work experience will be preferred.	Responsibility includes providing day-to-day support services as required for project activities such as messenger service, photocopying, cleaning, assistance to experimental works, etc.

Interested candidates fulfilling the above requirements are requested to send application with CV, two recent passport size photographs, copies of certificates of academic degrees and experiences to the undersigned **Sub-Project Manager (SPM)** by **4:30 pm on 11 October, 2014**. Application should 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.

Dr. Tahmeed M. Al-Hussaini

Director

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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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