



**BANGLADESH UNIVERSITY OF ENGINEERING AND TECHNOLOGY**

**Department of Materials and Metallurgical Engineering**

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



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Sub-Project CP No. 3117

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HEQEP/CP 3117/2016/JAN/07

Higher Education Quality  
Enhancement Project (HEQEP)

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Dr. H. M. Mamun Al Rashed  
Sub-Project Manager

www.buet.ac.bd/mme/research/heqep

January 20, 2016

## Job Opportunity

Applications are invited from Bangladeshi nationals for an appointment of **Office Manager Cum Research Support Manager** in the department of Materials and Metallurgical Engineering under HEQEP sub-project. The Office Manager Cum Research Support Manager will provide administrative service and technical support in relation to sub-project management and research work. The position will coordinate the sub-project research activities, and also contributes to report preparation, organisation of seminars and quality assurance.

Salary:	BDT 20,000 per month
Position Status:	Part-time and fixed term to 30 June 2016
Hours of Duty:	20 Hours per Week
Vacancy Closes:	Tuesday 09 February 2016 4.30 pm
Vacancy Reference Number:	HEQEP/CP 3117/2016/JAN/07
Qualification:	BSc in Materials and Metallurgical Engineering with a CPGA of minimum 3.00 in a scale of 4

The applicant should have strong interpersonal and negotiation skills; exceptional written and oral communication skills; high level analytical, problem solving and research skills and the ability to conceptualise, develop, propose, review and implement new policies, procedures and practices.

### TO APPLY

Interested candidates can apply by sending application with an up-to-date CV, one recent colour passport size photograph and copies of all certificates to the undersigned. 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.

Dr. H. M. Mamun Al Rashed  
Sub-Project Manager  
HEQEP Sub-Project (CP No. 3117)