



Office of the HEAT Sub Project

PIN-13580

Department of Management

North South University

Bashundhara, Dhaka-1229



Reference:

Date:

Job Advertisement

Under the Higher Education Acceleration and Transformation (HEAT) Project implemented by the University Grants Commission (UGC) of Bangladesh, the Department of Management, North South University, invites applications from permanent citizens of Bangladesh for recruitment of the following positions.

Appointments will be offered solely temporarily for a period of 24 months, in accordance with the candidates' educational qualifications and relevant experience, and subject to the following terms and conditions.

Position & Number of Posts	Salary (Fixed) and Terms of Appointment
Office Manager Number of Positions: 1	Salary: 25,000/- a) The candidate must have a Bachelor's degree in any discipline from an accredited university. b) Preference will be given to candidates with experience in office and administrative work. c) The candidate must be proficient in Microsoft Office. d) The candidate's age must not exceed 35 years.
Accounts Officer Number of Positions: 1	Salary: 25000/- a) The candidate must have a Bachelor's degree in any discipline from an accredited university. b) The candidate must be proficient in Microsoft Office and Microsoft Excel. c) Preference will be given to candidates with prior experience in the relevant field. d) The candidate's age must not exceed 35 years.
Computer Operator Number of Positions: 1	Salary: 18,000/- a) Minimum Qualification: The candidate must have a Bachelor's degree or equivalent from an accredited university. Candidates with a diploma in Computer Science will be given preference. b) The candidate must be proficient in typing in Bengali and English. c) The candidate's age must not exceed 35 years.



Office of the HEAT Sub Project

PIN-13580

Department of Management

North South University

Bashundhara, Dhaka-1229



Instructions:

1. Interested candidates must submit a complete CV, certified copies of all academic qualifications and experience certificates, two recent passport-sized certified photographs, and a certified copy of the National ID card. All documents must be sent via post or delivered directly to the address of the undersigned during office hours by **31/10/2025**.
2. The position name must be clearly mentioned on the envelope.
3. Incomplete or late applications will be automatically rejected.
4. Only shortlisted candidates will be invited for an interview. No TA/DA will be provided for attending the interview.
5. The age will be calculated as of the application deadline (31/10/2025). No affidavit will be accepted regarding age.

Dr. Zerin Tasnim

Assistant Professor & Sub-Project Manager
(SPM)

Department of Management
North South University

zerin.tasnim01@northsouth.edu

Room# NAC 863