



Office of the HEAT Sub Project

PIN-13598

Department of Public Health

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 Public Health, 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 20 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
Administrative Officer Number of Positions: 1	Salary: 30,000/- 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: 30,000/- 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.
Office Support Staff (MLSS) Number of Positions: 1	Salary: 20,000/- a) The candidate must have at least an SSC or equivalent qualification. b) The candidate must be proficient in computer usage. c) The candidate's age must not exceed 35 years.

Instructions:

- 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**.
- The position name must be clearly mentioned on the envelope.
- Incomplete or late applications will be automatically rejected.
- Only shortlisted candidates will be invited for an interview. No TA/DA will be provided for attending the interview.
- The age will be calculated as of the application deadline (31/10/2025). No affidavit will be accepted regarding age.

Dr. Mohammad Delwer Hossain Hawlader

Professor & Sub-Project Manager (SPM)

Department of Public Health

North South University