

Biochemistry and Molecular Biology, University of Dhaka

VACANCY ANNOUNCEMENT

Date: 25-05-17

For

Higher Education Quality Enhancement Project (HEQEP) sub Project Title: The Route to Excellence in Biochemistry and Molecular Biology Teaching & Learning: Improved Academic Environment, Enhanced Knowledge Management & Graduate Entrepreneurship Development Program(CP-213) Dept of Biochemistry and Molecular Biology WINDOW-1, Sub-project 4 Supplementary Funding at Department of Biochemistry and Molecular Biology, University of Dhaka.

Applications are invited for following post period of 17 months.

1.Post: Office secretary Cum Accountant (01) , Part Time – Salary @5,000/-BDT/Month

Qualifications:

- Master degree from any University (at least 2nd Division/Class). Computer literacy in required.
- Should have previous 5 years working experience. Work Experience in HEQEP project funded by World Bank will get preference.
- Should have knowledge about purchase management (RFQ)

Working hours-20h/week

Responsibilities:

To manage all the accounts of the sub-project throughout the Supplementary Project period (17 month), to maintain detailed vouchers of all expenditures, to act actively in procurement of goods and services, to invite tender request for Quotation (RFQ), To prepare monthly , Quarterly and annual report of all the expenditures related to project.

2.Post: MLSS (01) Part Time – Salary @ 1500/-BDT/Month

Responsibilities:

- To do the office works as directed by the SPMT (as cleaning, paper carrying photocopying and other office works as per requirement)

Working hours-15h/week

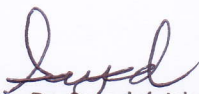
Please send application with complete CV reflecting all academic results, attested copies of academic and experience certificates and two passport size photographs to the SPM, HEQEP & Chairman, Department of Biochemistry and Molecular Biology, University of Dhaka, Dhaka-1000,

Application Deadline: May 29, 2017

Date & Time of interview:- May 29, 2017 at 12:00 pm

Copy forwarding:-

1. Departmental Notice Board
2. Dhaka University web site



Professor Dr. Sayedul Islam
Chairman, Biochemistry and Molecular Biology, D.U
& Supplementary Project Manager, HEQEP