



## CAREER OPPORTUNITY



# NORTH SOUTH UNIVERSITY

Center of Excellence in Higher Education

North South University (NSU), the first private university in Bangladesh, seeks applications from candidates with required qualifications and experiences for the following position:

Please read the full job description carefully to see if you have the skills, knowledge and experience that NSU are looking for. Only eligible candidates will be contacted by NSU for written examination and interview.

### **Grant Writing Specialist, Office of Research: 1 (One) position**

#### **Job Description:**

- Keep track of and inform core faculty of calls/requests for applications (CFA/RFA) for research grants from within Bangladesh and externally internationally, consistent with core faculty research interests within the Schools and Departments;
- Receive and review draft grant research proposals from NSU core faculty, editing proposal narratives as appropriate to the grant requirements and assisting with budget justification;
- Review the specific grant application criteria of the grant agency to assure draft grant proposals satisfy the main grant component requirements as specified in the CFA/RFA;
- Coordinate with core faculty on a timely scheduled revision of grant applications consistent with best practices and in view of grant submission deadlines;
- Track applications through submittal to award decision and maintain OR-NSU data accordingly for quarterly and annual reporting;
- As appropriate to each School and its Department areas of specialization, draft templates and sample grant writing guidelines to facilitate initial draft writing;
- Other duties as assigned by the Director, Office of Research-NSU.

#### **Academic Qualification:**

- Master-level degree, preferably in a natural science or engineering discipline.

#### **Skills & Experience:**

- At least two years of experience in research grant writing in a research organization, including proprietary research organizations and institutions of higher education.
- Grant writing skills should be sufficient to support grant writing in the natural sciences, engineering, social sciences, and the humanities.

**Age:** Not exceeding 32 years.

**Pay Scale:** Tk. 25,383-2,538-63,456 (as per NSU policy).

#### **Other Terms and Conditions:**

- Excellent verbal and written communication skills in both Bangla and English, supervisory experience and well conversant in computer applications and typing skills in Bangla and English.
- Willingness to work on holidays and after office-hours, if necessary.
- Third division/ class/ equivalent CGPA of the candidates in any educational level will not be accepted.

NSU reserves the right not to appoint anyone if suitable candidates are not found.

Any prior communication or persuasion to the position will be considered as a disqualification. Interested candidates are requested to apply through [jobs.northsouth.edu](http://jobs.northsouth.edu) by 14<sup>th</sup> August, 2024.

Department of Administration  
NORTH SOUTH UNIVERSITY  
Plot# 15, Block# B, Bashundhara, Dhaka – 1229  
NSU Job Portal: [jobs.northsouth.edu](http://jobs.northsouth.edu)