

প্রথম আদ্যে

• সোমবার, ২৩ অক্টোবর ২০২৩, ৭ কার্তিক ১৪৩০



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.

Research Officer (ACE), Department of Economics : 1 (one) position

Job Description:

- Assist the Director of ACE in writing project proposals, research papers, and reports, organizing seminars, workshops, training programs, budget preparation, and managing other office activities as necessary.
- Maintain the center's accounts and financial matters.
- Perform duties of Research Associate as well as secretarial work for the Director.
- Ensure that all the files and documents are properly maintained.
- Any other assignment assigned by the Director.

Academic Qualification:

- Master's degree in Economics, Sociology, Agricultural Economics, Development Economics, or Business Administration at a recognized university at home or abroad would get the preference.

Experience:

- One to two years of research paper/report writing and/or administrative experience in qualitative and quantitative data collection and analysis.
- Minimum 2 years of experience in office management and financial management.
- Candidates with previous work experience in agricultural projects will be given preference.

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 by November 06, 2023.

Department of Administration
NORTH SOUTH UNIVERSITY
Plot# 15, Block# B, Bashundhara, Dhaka - 1229
NSU Job Portal: jobs.northsouth.edu