



Higher Education Quality Enhancement Project  
University Grants Commission of Bangladesh  
Ministry of Education  
HEQEP (CP-6047), Department of Communication  
and Journalism, University of Chittagong, Chittagong



**Project Title:** Development of a digital laboratory for multimedia news production for improved learning environment and teaching-learning infrastructure.

## Vacancy Announcement

Ref: Dept. of Communication & Journalism/HEQEP-6047/recruitment/2017 date: 10 May, 2017

The above mentioned project (CP 6047) at the Department of Communication & Journalism, University of Chittagong, is inviting applications on a **completely temporary** basis for the positions stated below. This Sub-project is financed by the University Grants Commission, Bangladesh under “Higher Education Quality Enhancement Project (HEQEP)”. The appointment is valid only for the duration of this sub-project (up to September 30, 2018).

SL.1	Position: <b>Office Secretary cum Accountant</b>	<b>Number of post: 01 (one)</b>
<b>Benefits:</b> Monthly Salary (Consolidated) BDT 33,000/- (Two festival bonus and Bangla new year allowance annually will also be paid according to the govt. rules).	<b>Required Qualification:</b> MBA/M.Com from any recognized university. Must have sufficient knowledge about public procurement (PPA 2006, 2010, PPR 2009 and latest changes) and clear concept about VAT, TAX; Computer literacy in MS office, MS excel and internet; Good command in written and spoken English. Must be able to prepare quarterly report, six month monitoring report, Bank reconciliation and all managerial and financial activities as HEQEP required. Two years work experience at any related organization. Work experience at any similar HEQEP project will be considered as added qualification.	
SL. 2	Position: <b>MLSS</b>	<b>Number of post: 01 (one)</b>
<b>Benefits:</b> Monthly Salary (Consolidated) 14,500/- (Two festival bonus and Bangla new year allowance annually will also be paid according to the govt. rules).	<b>Required Qualification:</b> At least SSC or equivalent. Qualification may be relaxed for experienced candidate.	

**N.B. Any type of persuasion will make the applicant disqualified for the position.**

Interested candidates are requested to submit application with detailed CV mentioning mobile number, e-mail ID, all academic qualification and experience with a recent passport size photo by 18, May, 2017 to: **Ali Mohammad Zakaria Khan**, Associate Professor, Dept. of Communication and Journalism Faculty of Social Science (5<sup>th</sup> Floor), University of Chittagong-4331, and Sub-project Manager, HEQEP CP 6047.