



বুয়েট-জাপান ইন্সটিটিউট অব ডিজাস্টার প্রিভেনশন এন্ড আরবান সেফটি

বাংলাদেশ প্রকৌশল বিশ্ববিদ্যালয়, ঢাকা-১০০০

BUET- Japan Institute of Disaster Prevention and Urban Safety

Bangladesh University of Engineering and Technology (BUET), Dhaka-1000.

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Job Opportunity

Date: 12 December, 2016

Applications are invited from Bangladeshi nationals for the following full-time position for six months for the Sub-Project “Development of Post-Graduate Research and Degree Programs in Disaster Risk Reduction at New Institute on Disaster Prevention and Urban Safety” being implemented (project ends June 2017) at BUET-JIDPUS under Higher Education Quality Enhancement Project (HEQEP) of University Grants Commission of Bangladesh.

Position	Qualification	Responsibility
Project Engineer cum Office Manager (Full-time) <u>Monthly salary Tk.30,000/= (consolidated) plus festival bonus</u>	B.Sc.Engg (4-years) degree in Civil Engineering from any recognized University with 1 st division/class or CGPA-3.00 in the scale of 4. Hard working and research minded civil engineer. Candidates should also have good communication skills and interpersonal skills.	Dual Responsibility includes day-to-day project management tasks as well as participation in project research under supervision of SPM/DSPM/SPMT members. Project management tasks include (but is not limited to) maintaining liaison with HEQEP-UGC office and other relevant organizations, organizing meetings and seminars, preparing project progress and financial reports and assist SPM/DSPM in project co-ordination, record keeping and submission of project deliverables.

Interested candidates fulfilling the above requirements are requested to send application with CV, two recent passport size photographs, copies of certificates of academic degrees and experiences to the office of the undersigned **Sub-Project Manager (SPM)** by **4:30 pm on 26 December, 2014**. Application should also be sent by email to the two email addresses listed. The Authority reserves all rights to accept or cancel part or whole of the appointment process without assigning reasons whatsoever. No TADA will be provided for this interview. After receiving applications, all communications will be done by E-mail and mobile SMS.

Dr. Tahmeed M. Al-Hussaini

Director, BUET-Japan Institute of Disaster Prevention & Urban Safety (BUET-JIDPUS)

& Professor, Department of Civil Engineering

Bangladesh University of Engineering & Technology (BUET), Dhaka-1000

&

Sub-Project Manager (CP-3140: Development of Post-Graduate Research and Degree Programs in Disaster Risk Reduction at New Institute on Disaster Prevention and Urban Safety)

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