



Office of the Sub-Project Manager
HEAT Project (PIN - 11043)
Department of Agricultural Extension and Rural Development
Gazipur Agricultural University (GAU)



Memo no.: GAU/HEAT/AER/PIN-11043/Recruitment(2)

Date: 27 September 2025

Staff recruitment notice under the HEAT Sub-Project (PIN 11043)

The HEAT Sub-project (PIN - 11043) of Gazipur Agricultural University entitled “*Resilient Agricultural Recovery in Post-Pandemic Bangladesh: Exploring Social Adaptation and Institutional Responses in Crops, Livestock, and Fisheries*” is inviting applications from qualified candidates for recruitment of **three (03) office staffs** under the Higher Education Acceleration and Transformation (HEAT) Project, funded by the Government of Bangladesh and the World Bank through the University Grants Commission (UGC) of Bangladesh.

Positions Available (One for each)

1. Office Secretary.
2. Data Entry Operator.
3. Office Shohayok.

Tenure

- Duration: 34 months (subject to satisfactory performance and project requirements).

Terms of Reference (ToR) & Qualification Requirements

1. Office Secretary (01 Position)

Experience/Qualifications

- BS/BSc/MS/MSc degree from any reputed university of Bangladesh with CGPA at least 3.0.
- Computer literacy with operating MS Office and related programs.
- Good type writing ability of English and Bangla.
- Ability to maintain proper documentation of project related activities.
- Age limit is maximum 35 years.

Key Responsibilities

- Maintain project official records.
- Prepare different types of project reports.
- Assist in project survey based data collection and PRA sessions.

Salary

- Monthly salary: BDT 30,000/- (consolidated)

2. Data Entry Operator (01 Position)

Experience/Qualifications

- BS/BSc degree from any reputed university of Bangladesh with CGPA at least 3.0.
- Strong computer literacy with operating MS Excel, MS Office and related programs.
- Ability to compile and process data.

Key Responsibilities

- Help to maintain project official records.
- Help to conduct data collection.

- Data compilation, processing and assist data analysis.

Salary

- Monthly salary: BDT 20,000/- (consolidated)

3. Office Shohayok (01 Position)

Experience/Qualifications

- Minimum Secondary School Certificate (SSC) with GPA at least 3.0; and
- Computer literacy is an additional advantage.
- Previous working experience will be treated as an added advantage.

Key Responsibilities

- Provide day-to-day administrative and logistic support.
- Assist in data entry, documentation, and office record keeping. and
- Support project staff in correspondence, file management, and office tasks.

Application Procedure

Interested candidates should submit their applications along the copies of the following documents:

- Forwarding letter with a passport size photograph.
- Curriculum Vitae (CV).
- Copies of educational certificates.
- Copies of experience certificates. and
- NID

Only shortlisted candidates will be called for interview.

Application Submission

Applications must be submitted by 14 October during office time to the undersigned.



Prof. Dr. Shaikh Shamim Hasan

Sub-Project Manager (SPM), HEAT Sub-Project (PIN-11043)

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