



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/SP-11043/জনবল নিয়োগ/2025/03

Date: 22 July 2026

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 **one (01) Office Manager** 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)

1. **Office Secretary.**

Tenure

- Duration: Date of recruitment to June 30, 2028 (subject to satisfactory performance and project requirements).

Terms of Reference (ToR) & Qualification Requirements

Experience/Qualifications

- At least a BS/BSc/BA/BCom degree from a reputed institution in Bangladesh, with a minimum CGPA of 3.00 in at least one academic examination from SSC through the bachelor's degree.
- Computer literacy with operating MS Office and related programs with good type writing ability of English and Bangla.
- Ability to maintain proper documentation of project related activities.
- Age limit is maximum 45 years.
- Prior project related service experience will be treated as an added advantage.

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)

Application Procedure

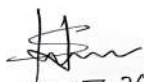
Interested candidates should submit their applications along the copies of the following documents:

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

Only shortlisted candidates will be called for interview.

Application Submission

Applications must be submitted by 29 July, 2026 during office time to the undersigned.


22.07.2026

Prof. Dr. Shaikh Shamim Hasan

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

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