



Office of the Sub-Project Manager HEAT Project (SP 13696)

Department of Food Engineering
Gazipur Agricultural University (GAU)



22 September 2025

Staff Recruitment Notice under the HEAT Sub-Project (SP 13696)

The HEAT Sub-project (SP 13696) of Gazipur Agricultural University entitled “*Development of Biodegradable Intelligent Packaging Using Plant Based Polysaccharides and Pigments to Ensure Food Quality*” is inviting applications from qualified candidates for recruitment of **three office staff** 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.

| Sl. No. | Positions Available | Number | Monthly Salary (consolidated) | Duration (Subject to satisfactory performance and project requirements) |
|---------|---|--------|-------------------------------|---|
| 1. | Office secretary/administrative officer | 1 | 30,000 | 33 |
| 2. | Data Entry/Computer Operator | 1 | 20,000 | 33 |
| 3. | Office Shohayok/MLSS | 1 | 20,000 | 34 |

Terms of Reference (ToR) & Qualification Requirements

1. Office Secretary/administrative officer (01 Position)

Experience/Qualifications

- Master's degree in Food Engineering/Food and Process Engineering/or relevant subject from any reputed university in Bangladesh.
- Proficiency in Microsoft Office and Excel is essential.
- Proficient writing skills in English are required.
- Good typing skills are necessary.
- Previous work experience as a Project Manager will be considered an additional qualification.

Key Requirements

- Must be enthusiastic and self-motivated with the ability to work independently.
- Ability to work both independently and collaboratively with colleagues.
- Strong knowledge of MS Office, Excel, and PowerPoint.
- Excellent skills in analyzing and utilizing information according to strategies.
- Good typing speed required: 35 WPM+ in English and 20 WPM in Bangla.
- Strong communication skills in both English and Bangla.
- Ability to work well under pressure and maintain performance.
- Strong multitasking capabilities and the ability to manage multiple tasks efficiently.
- Dedication to completing daily tasks.
- Proficiency in internet browsing.
- Daily reporting of tasks to the authority and completion of assigned tasks efficiently.
- Arrange meeting, take notes, and overall manage the project tasks
- Keep track of the procurement plans.

2. Data Entry/Computer Operator (01 Position)

Experience/Qualifications

- Bachelor's degree in Food Engineering/Food and Process Engineering
- Age between 25 to 35 years and must be enthusiastic, self-motivated
- Ability to work with colleagues both collaboratively and independently
- Solid knowledge of MS Office, Excel, and PowerPoint
- Strong skills in analyzing and utilizing information as per strategies/methods
- Good typing speed required: 35 WPM+ in English and 20 WPM in Bangla.

Job Responsibilities and Context:

- Handle and manage data, general office tasks, and other duties
- Perform Excel data entry, analysis, and maintenance of software
- Ensure security and safe oversight of all documents related to sub-project
- Comprehensive understanding of e-nothi, d-nothi, computer hardware, and software
- Proficiency in R, MATLAB, Python, and other programming languages will be considered an additional qualification
- Provide necessary support for purchasing-related tasks and documentation
- Perform any other tasks assigned by management from time to time

3. Office Shohayok (01 Position)

Experience/Qualifications

- Minimum Secondary School Certificate (SSC) with GPA at least 3.00; and
- Experience in motorcycle driving is essential.
- Previous working experience at GAU will be an advantage.

Key Responsibilities

- Provide day-to-day administrative and logistic support;
- Collect raw materials from different locations in Gazipur (Food Processing Industries)
- Collect samples from processed food industries to be used in the research.
- Assist in any other work assigned by the SPM; 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
- Copy of NID

Only shortlisted candidates will be called for an interview.

Application Submission

Applications must be submitted by 07 October during office hours to the undersigned


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