



## Office of the Sub-Project Manager

### HEAT Project (SP 13692)

Department of Soil Science  
Gazipur Agricultural University (GAU)



22 September 2025

#### Staff Recruitment Notice under the HEAT Sub-Project (SP 13692)

The HEAT Sub-project (SP 13692) of Gazipur Agricultural University entitled “*Fertilizer Management and Plant Probiotic-Assisted Rhizoengineering in Greenhouse Gas Emissions and Carbon Footprint in Crop Cultivation*” 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.

#### Positions Available (One for each)

1. Accountant
2. Lab Technician/Field Man
3. Office Shohayok

#### Salary & Tenure

- Monthly salary: BDT 20,000/- (consolidated)
- Duration: 35 months (subject to satisfactory performance and project requirements)

#### Terms of Reference (ToR) & Qualification Requirements

##### 1. Accountant (01 Position)

#### Experience/Qualifications

- Retired Accounts Officer from any government or private organization;
- Strong knowledge of finance and account management;
- Proven experience in preparing and maintaining financial statements and statement of expenditure for projects;
- Ability to maintain proper documentation and compliance with financial regulations; and
- Computer literacy will be considered as an additional advantage.

#### Key Responsibilities

- Maintain project accounts and records;
- Prepare statements of expenditure, vouchers, and financial reports;
- Ensure timely submission of financial statements to relevant authorities; and
- Assist in audits and financial monitoring.

##### 2. Lab Technician / Field Man (01 Position)

#### Experience/Qualifications

- Diploma in Agricultural Science from any Agriculture Training Institute (ATI) of Bangladesh; **or** minimum Higher Secondary Certificate (HSC) with GPA at least 3.0;
- Hands-on experience in field experiments related to greenhouse gas emissions and nutrient losses;
- Proven skills in conducting chemical, physical, and microbial analysis of soil, water, and plant samples in the laboratory; and
- Computer literacy will be considered as an additional advantage.

#### Key Responsibilities

- Conduct field experiments and data collection;

- Assist in laboratory analysis of soil, water, and plant samples;
- Maintain laboratory instruments, chemicals, and field equipment; and
- Support researchers in implementing greenhouse gas monitoring activities.

### **3. Office Shohayok (01 Position)**

#### **Experience/Qualifications**

- Minimum Higher Secondary Certificate (HSC) with GPA at least 3.0; and
- Computer literacy is mandatory.

#### **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 07 October during office time to the undersigned



#### **Prof. Dr. Md. Mizanur Rahman**

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