



Office of the Sub-Project Manager

HEAT Project (SP 13691)

Department of Gynecology, Obstetrics and Reproductive Health
Gazipur Agricultural University, Gazipur 1706, Bangladesh



25 September 2025

Staff Recruitment Notice under the HEAT Sub-Project (SP 13691)

The HEAT Sub-project (SP 13692) of Gazipur Agricultural University entitled “*Development of an On-site Molecular Diagnostic Kit and Probiotic-based Therapeutic Product for Sustainable Management of Bovine Mastitis*” is inviting applications from qualified candidates for recruitment of **two (02) 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 Manager (01)
2. MLSS (01)

Salary & Tenure

- Monthly salary: Negotiable
- Duration: 35 months (subject to satisfactory performance and project requirements)

Terms of Reference (ToR) & Qualification Requirements

1. Office Manager (01 Position)

Experience/Qualifications

- ✓ Bachelor's in Business/Management/Accounting (Master's preferred).
- ✓ Experience in office administration, coordination, or financial management; research project background is an advantage.
- ✓ Skilled in budgeting, procurement, grant reporting, and record management.
- ✓ Proficient in ICT, MS Office, project tools, and digital platforms.
- ✓ Strong organizational and time-management abilities.
- ✓ Excellent interpersonal and communication skills.

Key Responsibilities

- Manage daily project operations, record-keeping, and office functions.
- Oversee budgets, financial reporting, procurement, and compliance with donor/institutional rules.
- Assist SPM/SPMT with scheduling, documentation, and funding reports.
- Arrange logistics for training, workshops, outreach, and on-farm trials.
- Maintain confidential files, contracts, MoUs, and project documents.

2. MLSS (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 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 15 October 2025 during office time to the undersigned

 25/09/2025

M. Nazmul Hoque, PhD

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