

1 February 2024

Hiring for a Project of the Dept. of CSIT at BSMRAU



Position Name: Office Staff - EDGE BSMRAU Student Training Program

The Department of Computer Science and Information Technology (CSIT) at Bangabandhu Sheikh Mujibur Rahman Agricultural University (BSMRAU) is seeking a creative, enthusiastic, and energetic individual to work as an Office Staff in support of the EDGE BSMRAU Students Training Program, which will commence operations soon.

Job Requirements:

1. HSC or equivalent from any group;
2. Ability to perform miscellaneous tasks as assigned by the Training Coordinator and Accountant, depending on the specific needs of the program;
3. Experience on office maintenance and supporting work;
4. Prior experience in office administration or related field is preferred;
5. Proficient in basic computer skills, including the use of Microsoft Office applications (MS Word, MS Excel, MS PowerPoint);
6. Strong organizational and multitasking abilities to handle various administrative tasks efficiently;
7. Excellent communication skills, both verbal and written;
8. Familiarity with office equipment and the ability to handle basic clerical duties;
9. Dependability and a strong sense of responsibility in meeting deadlines and completing assigned tasks;

Employment type: Full-time, Temporary, and Project-based;

Duration: 1 Year 5 Months / Project period;

Location: Dept. of CSIT, BSMRAU, Gazipur 1706., Bangladesh;

Salary: 27,500 BDT (consolidated) per month;

Application deadline: 7 February 2024.

Additional Notes:

Prospective candidates are invited to send their resumes with a cover letter to headcst@bsmrau.edu.bd, Cc: gcsaha@bsmrau.edu.bd or deliver hard copies to the CSIT department office in person. Make sure to mention the position (Office Staff - EDGE BSMRAU Student Training Program) in the subject line.