



INDEPENDENT UNIVERSITY, BANGLADESH (IUB)

VACANCY ANNOUNCEMENT

School of Environment & Life Sciences

- **Senior Office Manager**
- **Office Manager**

School of Liberal Arts & Social Sciences

- **Senior Office Manager**

School of Pharmacy and Public Health

- **Lab Manager**

Department of Pharmacy

School of Engineering, Technology and Sciences

- **Research and Development Officer**
Department of Electrical and Electronic Engineering
- **Office Manager**
Department of Computer Science and Engineering
- **Office Manager**
Department of Electrical and Electronic Engineering
- **Office Manager**
Department of Physical Sciences

Application Deadline: September 14, 2022

To apply, please visit:
<http://www.iub.edu.bd/jobs>
or scan the QR code





INDEPENDENT UNIVERSITY, BANGLADESH (IUB)

School of Environment and Life Sciences (SELS)

Vacancy Announcement (Full-time position)

Independent University, Bangladesh (IUB), one of the leading private universities in the country, invites applications for the following position under the **School of Environment and Life Sciences (SELS)**.

Office Manager, School of Environment and Life Sciences (SELS)

Requirements:

- Bachelor's degree from any reputed University;
- Some experience in similar nature is desirable;
- Hands on knowledge on computer operations;
- Ability of drafting letters/correspondence in English and knowledge of filing are desired;
- Exceptional Interpersonal communication skill;
- No degree with 3rd class will be eligible;
- Age must be maximum 30 years at time of appointment;

Key responsibilities:

- i) Planning, organizing and coordinating the activities of the department and their proper execution and assisting the Head of the Department;
- ii) Gather queries/request of the students and place those to proper authority;
- iii) Scheduling of classes, tutorials, class tests, examinations etc. and posting grades in collaboration with the Head of the Department and the office of the Controller of Examinations;
- iv) Providing necessary logistic support to the faculty and the students;
- v) Arranging meetings, workshops and other activities in the Department in consultation with the Head;
- vi) Liaison with various organizations, agencies and individuals and corresponding with them whenever necessary in consultation with the Head of the Department and other concerned offices of the University;
- vii) Liaison with intra-university and inter-school offices, whenever necessary;
- viii) Such other responsibilities as may be assigned to you from time to time by the authority.

Please mention the position you are applying for as the subject of your email.

Application without proper subject will not be entertained.

Please download the Application Form (for non-teaching positions) from <http://www.iub.edu.bd/jobs> and e-mail the filled application form along with updated *Curriculum Vitae* to hrdept@iub.edu.bd by September 14, 2022.

Only online applications will be acceptable.



INDEPENDENT UNIVERSITY, BANGLADESH (IUB)

School of Environment and Life Sciences (SELS)

Vacancy Announcement (Full-time position)

Independent University, Bangladesh (IUB), one of the leading private universities in the country, invites applications for the following position under the School of Environment and Life Sciences (SELS).

Senior Office Manager, School of Environment and Life Sciences (SELS)

Requirements:

- Four year's B. Sc (Honors) degree and Master's degree preferably in Biological Sciences from a recognized University.
- Experience in overall coordination/management of a teaching and/ or research laboratory is desired.
- Experience in using sophisticated analytical equipment for biochemical/microbiological research will be treated as an added preference.
- Prior experience in maintaining inventories, placing orders, maintaining liaison with vendors and working with students/ faculty in a teaching/ research environment.
- Computer literacy and good communication skills in English.
- Multi-tasking skills.
- Ability to work effectively in a team.
- Ability to work well under strict deadlines.
- No degree with third class will be eligible.
- Candidates may be asked to appear for technical written/practical exams and oral interviews. Preference may be given to those who demonstrate superior academic records, high scores on IUB exams.
- Age Maximum 35 Years.

Key Responsibilities:

- Planning, organizing and implementing the activities in connection with both undergraduate and master's Program of School of Liberal Arts and Social Sciences (SLASS) and coordinating with other relevant offices of the School/University.
- Helping the School/Departments in conducting admissions
- Counselling/Advising the students whenever required
- Scheduling classes, tutorials, class tests, examinations etc. and posting grades in collaboration with Dean of the School and the Office of the Registrar
- Provide necessary logistic support to both the students and faculty members
- Arranging meetings, workshops, and other activities in consultation with the Dean of the School
- Liaison with intra-university offices whenever necessary
- Preparing and dispatching documents and filing and safeguarding them etc.
- Any other duties as may be assigned by the management from time to time

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September 14, 2022

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INDEPENDENT UNIVERSITY, BANGLADESH
Vacancy Announcement
School of Liberal Arts and Social Sciences (SLASS)

Independent University, Bangladesh (IUB), one of the leading private universities in the country, invites applications for the following position under the School of Liberal Arts and Social Sciences (SLASS).

Senior Office Manager, School of Liberal Arts and Social Sciences

Requirements:

- Master's degree with Four year's Bachelor's degree and preferably in relevant field from a recognized University.
- Minimum 3 (three) years of experience in maintaining inventories, placing orders, maintaining liaison with vendors and working with students/ faculty in a teaching/ research environment with the both undergraduate and graduate levels.
- Computer literacy and good communication skills in English.
- Multi-tasking skills.
- Ability to work effectively in a team.
- Ability to work well under strict deadlines.
- No degree with third class will be eligible.
- Candidates may be asked to appear for technical written/practical exams and oral interviews. Preference may be given to those who demonstrate superior academic records, high scores on IUB exams.
- Age Maximum 35 Years.

Key Responsibilities:

- Planning, organizing and implementing the activities in connection with the both undergraduate and Master's Program of School of Liberal Arts and Social Sciences (SLASS) and coordinating with other relevant offices of the School/University.
- Helping the School/Departments in conducting admissions
- Counselling/Advising the students whenever required
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- Provide necessary logistic support to both the students and faculty members
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INDEPENDENT UNIVERSITY, BANGLADESH (IUB)

School of Pharmacy and Public Health (SPPH)

Vacancy Announcement (Full-time position)

Independent University, Bangladesh (IUB), one of the leading private universities in the country, invites applications for the following position under the School of Pharmacy and Public Health (SPPH):

Lab Manager, Department of Pharmacy

Requirements:

The ideal candidate must have:

- M Pharm; M. Sc in Chemistry/ Microbiology/ Botany from any reputed university;
- Computer literacy and good communication skills;
- Multi-tasking skills;
- Ability to work effectively in a time;
- Ability to work well under strict deadlines;
- Lab experience at university or pharma companies;
- Age Maximum 35 Years.

Key Responsibilities:

- Prepare of Laboratory solutions for various laboratory classes;
- Deliver the prepared solutions to the working desk of students in specified bottles;
- Maintain security and protecting the laboratory from any unwanted happenings;
- Do not allow any student or what-so-ever to take anything from the laboratory without prior permission from the Dean of the School;
- While laboratory classes are going on, to roam around the students working tables to identify academic/laboratory
- problems of individual students and assist them in their immediate solution. Seek help of supervising class teacher in times of need;
- Keep record up to date of lab chemicals, hardware and all sort of scientific equipment;
- Keep the laboratory well organized and in order;
- Keep the laboratory clean always and ready for Lab works;
- Such other responsibilities as may be assigned to you from time to time by the authority.

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