



EAST WEST UNIVERSITY

Progoti Foundation for Education and Development

Permanent Sanad Holder

Join East West University: Be a Mentor for Future Leaders

Vacancy Announcement

East West University, a leading Private University and an equal opportunity employer, invites applications for the following full-time positions:

Position: Chief Technology Officer (CTO)

Number of positions: 01

The CTO serves as a strategic leader for the Information and Computer Services (ICS)/IT department and oversees the development, implementation, and management of all technological undertakings/tasks of the university. The CTO plays a key role in shaping the university's technological direction, driving innovation and technology initiatives aligning with the university's mission and objectives, and ensuring the security of the systems. The incumbent CTO will report to the Vice Chancellor of the University.

Salient Responsibilities:

- As Chief of ICS/IT department, engaging and aligning all stakeholders with a shared vision to achieve the strategic objectives for the technological advancement of the university.
- Advise on the technological needs of the university in the fast-changing IT environment.
- Collaborating with internal stakeholders such as students, faculty members, and university administration to realize their needs, goals, and expectations.
- Build effective communication with relevant external stakeholders while adopting or implementing updated technologies/methodologies in the global context.
- Overseeing software development processes and optimizing as and when necessary.
- Implement and maintain the university's technology infrastructure and ensure the security of infrastructure components.
- Identifying and evaluating potential vendors and partners for technology-related products or services.
- Monitoring vendor performance, negotiating contracts, and ensuring compliance with agreed-upon terms and deliverables.

Essential Criteria:

- Minimum B.Sc. in CSE/CS/IT from a reputable university.
- M.Sc. or post-graduation in a related field is preferable.
- About 10 (ten) years of professional experience with at least 5 (five) years as a System Administrator.

Desirable Criteria:

- Experience in the technical lead (Software Development), IT-enabled service (preferably in Academia), and data management are preferable.
- Relevant professional certifications will be a key advantage.

Age: Maximum 50 (fifty) years. The age limit may be relaxed in the case of exceptionally qualified candidates.

Position: Advisor, Department of Students' Welfare and Head, Career Counseling Center

Number of positions: 01

The Advisor of the Department of Students' Welfare and Head of the Career Counseling Center at East West University plays a pivotal role in preparing students for successful careers and supporting their overall well-being. The incumbent executive will be responsible for building and maintaining relationships with local employers to facilitate job placements for the graduates. S/he will also work closely with the students to enhance

their co-curricular activities supported by various student clubs. The incumbent executive will report to the Vice Chancellor of the University.

Main Functions of the Post: Students Welfare

- Serve as the primary point of contact for students seeking guidance on co-curricular and non-academic club activities.
- Collaborate in the planning and execution of social events and activities tailored to student interests and preferences.
- Offer compassionate support to students facing social or emotional challenges, providing resources and assistance as needed.
- Offer expert advice, guidance, and oversight to ensure the effective coordination and monitoring of students' co-curricular and club activities.
- Continuously update the database of the alumni of the graduates of the university.

Career Counseling

- Develop and maintain relationships with local employers to create job opportunities for the graduates.
- Assist students and new graduates in securing internships and placements relevant to their fields of study and career aspirations.
- Coordinate on-campus recruiting events, job fairs, and other career-related events to connect students with potential employers.
- Conduct outreach to potential employers and identify new partnerships to increase job opportunities for the graduates.
- Act as a liaison between employers, students, and faculty to ensure successful job placements.

Socio-Psyche Counseling

- Supervise and manage the daily operations of the Socio-Psyche Counseling Center.
- Ensure that counseling services are delivered efficiently and following established protocols and ethical standards.
- Maintain confidentiality and security of student records and information. Collect and review counselors' reports to monitor trends, identify areas for improvement, and assess the effectiveness of counseling services.

Essential Criteria: Master's degree from a reputable university with no third class/division in any examinations. S/he should have about 15 (fifteen) years of experience in a senior-level administrative position in Universities/ Private organizations/Govt./Semi Govt. In addition, s/he should possess excellent interpersonal and communication skills in English and Bangla and sound IT knowledge with proficiency in modern computer applications.

Desirable Criteria: Preference will be given to candidates with experience in soft skills training, student development, and university-level career counseling.

Age: Maximum 50 (fifty) years. The age limit may be relaxed in the case of exceptionally qualified candidates.

* Please apply through East West University website (jobs.ewubd.edu) attaching all academic results, copies of academic and experience certificates and a passport size photograph. Or,

Send your application with a complete CV including all academic results, copies of academic and experience certificates and one passport size photographs to the **Vice Chancellor, East West University, Plot-A/2, Jahurul Islam Avenue, Jahurul Islam City, Aftabnagar, Dhaka-1212**

Application Deadline: 25 July 2024

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Daily Star : 12" X 4 Col.