Qualifications, Experience required, and other Information for Application

Position: Director, Information and Technology (IT)

The Office of Information Technology (IT), Eastern University, is responsible for managing and maintaining the University's IT infrastructure, information systems, and digital services. The Office provides technical support to students, faculty members, and officials; maintains computer laboratories, campus-wide Wi-Fi, CCTV surveillance, and telecommunications facilities; and develops and operates the University Automation System to support academic, administrative, financial, and student-related activities. It also facilitates online payment services, information sharing, data management, and system security. The Office undertakes other relevant IT-related functions to ensure efficient, secure, and technology-driven operations across the University.

Education Qualification and Experience: Master's degree in Computer Science, Computer Engineering, Information Technology, Software Engineering, Information System, or a related discipline from a recognized university. Professional Certifications such as Oracle Certified Professional (OCP), Professional Software Engineering Master (PSEM), CISSP, PMP, CCNA CCNP, Microsoft Certification, or equivalent will be preferred. Minimum 12 years of progressively responsible experience in Information Technology, including at least 5 years in a senior management or leadership role. Experience in higher education institutions or large technology-driven organizations will be preferred.

Compensation & other benefits:

- Contractual job
- Stable and long term job opportunity
- Medical allowance, Insurance
- Free transport facility (Pick and drop)
- Free in-house medical and Psychosocial counseling service

**** For administrative positions***, attach a bank draft/pay order of Tk. 200/- (Two hundred only) payable in favor of Eastern University with hard copy application, or bKash Tk.200/- to 01795711361 and send the TrxID along with the online application form.

You can make payments from your bKash Account to any 'Merchant' who accepts 'bKash Payment'.
1. Go to your bKash Mobile Menu by dialling *247# ; 2. Choose "Payment" ;3. Enter the Merchant bKash Account Number you want to pay to ; 4. Enter the amount you want to pay ; 5. Enter a reference* against your payment (you can mention the purpose of the transaction in one word. e.g. pay orders)
6. Enter the Counter Number* (the salesperson at the counter will tell you the number) ; 7. Now enter your bKash Mobile Menu PIN to confirm. Done! You will receive a confirmation message from bKash.

Read Before Apply

- Salary are negotiable for highly deserving candidates
- Computer literacy are essential for the position
- Experience and requirements are may be relaxed exceptionally qualifies candidates
- Only shortlisted candidates will be called for interview
- If the applicant does not apply in the prescribed form of the university the application will be rejected

**Photograph must be enclosed with the resume.*

Apply Procedure: To apply, please download the application form from **www.easternuni.edu.bd/career** fill-up the form and attach it to your email message and send it to **jobs@easternuni.edu.bd,** email subject should be `Position Name`

For email the application: Prepare single PDF file including - Completed Job Application Form (in Eastern University prescribed format) - Recent passport-size photograph (soft copy to be pasted in Job Application Form) - Copies of all educational certificates, transcripts / mark sheets (Masters, Bachelors, HSC, SSC), experience certificates- National ID card and any other supporting documents (if applicable)

or send the hard copy to: **The Registrar, Eastern University, Ashulia Model Town, Dhaka.** (Mention the position on top of the envelope.)