

Notice for the Staff Recruitment of Higher Education Acceleration and Transformation (HEAT) Project Entitled “Preparedness of Pandemic Potential Zoonotic Influenza in Bangladesh” (SP-11041)

Memo: CVASU/OHI/HEAT11041/08

Date: 09/09/2025

Applications are invited from eligible Bangladeshi candidates for **seven staff positions** under the above project, to be implemented at the **One Health Institute (OHI), Chattogram Veterinary and Animal Sciences University (CVASU)**. Appointments will be for the **project duration of 34 months (1 October 2025 – 31 August 2028)**.

SN	Position Title	Job Details
A. Staffs		
1.	Accountant (full-time for 34 months)	<p>Reports to: Sub-Project Manager (SPM)</p> <p>Job description:</p> <ol style="list-style-type: none"> (1) Manage all project accounts and financial transactions in accordance with UGC and institutional guidelines. (2) Prepare and maintain budgets, financial reports and project statements. (3) Process payments, honorariums, and stipends for project staff, researchers, and fellows. (4) Coordinate with the university's finance department and the UGC for fund disbursement and auditing. (5) Ensure all procurements and expenses comply with the approved project budget and economic codes. <p>Eligibility criteria:</p> <ol style="list-style-type: none"> (1) Bachelor's/Master's degree in Accounting, Finance, or Business Administration (Preferably). (2) Minimum 2-5 years of experience in administrative and financial management, preferably in a university or research project. (3) Must have computer proficiency in accounting software and MS Excel. <p>Vacancy: 1</p> <p>Salary:</p> <ul style="list-style-type: none"> • Consolidated 30,000 BDT/month (No extra benefits). Salary will be paid on the last working day of the corresponding month.
2.	Office Secretary (full-time for 34 months)	<p>Reports to: Sub-Project Manager (SPM)</p> <p>Job description:</p> <ol style="list-style-type: none"> (1) Provide administrative and secretarial support to the Sub-Project Manager (SPM) and the project team. (2) Manage official correspondence, prepare meeting minutes, and maintain an efficient filing system (both physical and digital). (3) Manage the project calendar, schedule appointments, and handle travel arrangements for team members. (4) Assist in the preparation of project reports, presentations, and documentation. <p>Eligibility criteria:</p> <ol style="list-style-type: none"> (1) Bachelor's degree in any discipline. (2) Minimum 2 years of experience in an administrative or secretarial role. (3) Proficient in English and Bengali, both writing and speaking. (4) Proficient in MS Office applications (Word, Excel, and PowerPoint).

		<p>(5) Strong report-writing skills are required.</p> <p>Vacancy: 1</p> <p>Salary:</p> <ul style="list-style-type: none"> • Consolidated 30,000 BDT/month (No extra benefits). Salary will be paid on the last working day of the corresponding month.
3.	MLSS (full-time for 34 months)	<p>Reports to: Office Management</p> <p>Job description:</p> <ol style="list-style-type: none"> (1) Provide general office support, including maintaining the project office and laboratory areas. (2) Provide support during project events, workshops, and meetings. (3) Assist the project team with basic field logistics when required. (4) Assist the field and lab team when required. (5) Perform any other duties as assigned by the SPM or office management. <p>Eligibility criteria:</p> <ol style="list-style-type: none"> (1) Minimum SSC or equivalent degree from any institution. (2) Minimum 2 years of experience in a similar role. (3) Physically fit for the required tasks. <p>Vacancy: 1</p> <p>Salary:</p> <ul style="list-style-type: none"> • Consolidated 18,000 BDT/month (No extra benefits). Salary will be paid on the last working day of the corresponding month.
4.	Data Entry/Computer Operator (part-time for 34 months)	<p>Reports to: Office Management</p> <p>Job description:</p> <ol style="list-style-type: none"> (1) Accurately enter, verify, and manage large volumes of field and laboratory data into project databases and spreadsheets. (2) Perform routine data cleaning, validation, and quality checks to ensure data integrity. (3) Assist the research team in generating basic data summaries and reports. (4) Maintain and organize digital records of project data, reports, and publications. <p>Eligibility criteria:</p> <ol style="list-style-type: none"> (1) Bachelor's degree in any discipline. (2) Prior experience in data entry is preferred. (3) Must have fast and accurate typing skills in both Bengali and English. (4) Must have the skill to operate the On-Screen Keyboard. (5) Proficiency in MS Office (especially Excel and Word) is essential. <p>Vacancy: 1</p> <p>Salary:</p> <ul style="list-style-type: none"> • Consolidated 8,000 BDT/month (No extra benefits). Salary will be paid on the last working day of the corresponding month.
B. Research/Survey		
5.	Research Associate (RA) (Lab) (full-time for 34 months)	<p>Reports to: Sub-Project Manager (SPM)</p> <p>Job description:</p> <ol style="list-style-type: none"> (1) Contribute to research design, preparation of standard operating procedures (SOPs) for laboratory and field work. (2) Process and analyze field-collected biological samples for the detection and characterization of avian influenza (AI) viruses using standard laboratory techniques. (3) Ensure biosafety and biosecurity compliance in handling infectious agents. (4) Maintain detailed and accurate lab inventory, lab records, results, and chain of custody for samples in both physical and digital logbooks.

		<p>(5) Compile and analyze laboratory data, and contribute to the preparation of project reports, scientific manuscripts, and presentations.</p> <p>(6) Perform sequence analysis, mutation profiling, and assess evolutionary trajectories using bioinformatics tools.</p> <p>(7) Collaborate closely with the field team to ensure the integrated and successful completion of project goals.</p> <p>Eligibility criteria:</p> <p>(1) DVM or equivalent degree with a Master’s degree in Microbiology, Epidemiology, Virology, Biotechnology, Molecular Biology, or related discipline from CVASU or other renowned agricultural and public universities.</p> <p>(2) Minimum 3 years of hands-on experience with molecular diagnostics (PCR, rRT-PCR), bioinformatics and serological techniques (C-ELISA, HA, and HI tests).</p> <p>(3) Proficient in English (writing and speaking) and Bengali.</p> <p>(4) Excellent documentation, organizational, and communication skills.</p> <p>Vacancy: 1</p> <p>Salary:</p> <ul style="list-style-type: none"> • Consolidated 50,000 BDT/month (No extra benefits). Salary will be paid on the last working day of the corresponding month.
6.	<p>Research Associate (RA) (Field) (full-time for 34 months)</p>	<p>Reports to: Sub-Project Manager (SPM)</p> <p>Job description:</p> <p>(1) Conduct field investigations and surveillance of zoonotic influenza at the animal–human interface (farm, poultry transport, and live bird market).</p> <p>(2) Collect, transport, and store samples from poultry, livestock, wild birds, and human contacts following biosafety standards.</p> <p>(3) Administer structured questionnaires, conduct interviews, and gather epidemiological data.</p> <p>(4) Ensure data are stored in online databases (REDCap, Google Drive).</p> <p>(5) Coordinate with local veterinary officers, healthcare providers, feed dealers, and community stakeholders.</p> <p>(6) Organize and lead project meetings, policy consultations, training workshops, and field meetings with stakeholders (farmers, traders).</p> <p>(7) Compile and analyze data, and contribute to the preparation of project reports, scientific manuscripts, and presentations.</p> <p>Eligibility criteria:</p> <p>(1) DVM degree with a Master’s degree in Epidemiology or Veterinary Public Health discipline from CVASU or other renowned agricultural and other relevant public universities.</p> <p>(2) Minimum 3 years of experience in field research, zoonotic disease surveillance, or outbreak investigation. Knowledge of the Bangladeshi poultry distribution network (PDN) is mandatory.</p> <p>(3) Skilled in sample collection from animals and handling biospecimens.</p> <p>(4) Ability to travel frequently to rural/remote field sites.</p> <p>(5) Proficient in English (writing and speaking) and Bengali (familiarity with the Chattogram dialect is preferable).</p> <p>Vacancy: 1</p> <p>Salary:</p> <ul style="list-style-type: none"> • Consolidated 50,000 BDT/month (No extra benefits). Salary will be paid on the last working day of the corresponding month.
7.	<p>Field Assistant (full-time</p>	<p>Reports to: Research Associate (Field)</p>

	for 34 months)	<p>Job description:</p> <ol style="list-style-type: none"> (1) Conduct biological sampling across farms, transport vehicles, and LBMs; and proper sample storage and preparation for analysis and shipment following the guidelines. (2) Assist research associates in field surveys through observation and questionnaires. (3) Maintain field notes, sample logs, images, and metadata records; and process all collected data, ensuring accurate and timely data entry. (4) Provide logistical support during field visits (transport arrangements, supply management, site setup, contact with stakeholders, i.e., local livestock office, dealers, traders, vendors, farmers, etc.). <p>Eligibility criteria:</p> <ol style="list-style-type: none"> (1) Bachelor’s degree in any discipline. (2) Prior experience is preferable. <p>Vacancy: 1</p> <p>Salary:</p> <ul style="list-style-type: none"> • Consolidated 30,000 BDT/month (No extra benefits). Salary will be paid on the last working day of the corresponding month.
Enclosures and Submission		
8.	Necessary Enclosures and Information to be Attached	A CV, Scanned certificates, marksheets/academic transcripts of all passed examinations, experience certificate(s).
9.	Submission Process	<p>Deadline for application submission:: 20 September 2025</p> <p>Submit all the necessary enclosures (in a single pdf) to the following address via email:</p> <p>Prof. Md. Ahasanul Hoque, PhD Sub-Project Manager (SPM) of the Project and Director, One Health Institute Chattogram Veterinary and Animal Sciences University Khulshi, Chattogram-4225, Bangladesh Phone: +880 17577-96866 Email: ahasanulh70@gmail.com</p>