



BGMEA University of Fashion & Technology (BUFT) is seeking qualified and dedicated officers for the under mentioned administrative posts:

Executive Engineer (Mechanical)	Executive Engineer (Mechanical) Educational Qualifications : B.Sc. in Mechanical Engineering from any reputed university. Result : No third class in any degree. Experience : Minimum 10-year(s) experience in the relevant field. Roles & Responsibilities: ■ Plan, supervise, and maintain all mechanical services of the university. ■ Oversee operation and maintenance of Heating, Ventilation, and Air Conditioning (HVAC), generators, lifts, boilers, water supply, sewerage, and fire-fighting systems. ■ Prepare project proposals, cost estimates, Bill of Quantities (BOQs), and technical specifications. ■ Supervise engineers, technicians, and contractors to ensure quality and safety. ■ Monitor project progress, budgets, and certify measurements and bills. ■ Ensure compliance with safety standards, statutory rules, and government regulations. ■ Manage emergency breakdowns and ensure uninterrupted campus services. ■ Coordinate with civil, electrical, and other departments for campus projects. ■ Maintain asset registers, maintenance records, and submit reports. ■ Perform any other duties assigned by the university authority.
Senior Purchase Officer	Senior Purchase Officer Educational Qualifications : - Minimum Master's Degree from any reputed university in Accounting / Finance. - Completed CA course from reputed audit firms will be given preference (At least passed knowledge level examination) Result : No third class in any degree. Experience : 3 years or more working experience in a large national company. Roles & Responsibilities: ■ Plan, manage, and supervise all procurement activities of the university in accordance with applicable rules and regulations. ■ Prepare and process purchase requisitions, tenders, quotations, and comparative statements. ■ Ensure timely procurement of goods, works, and services for academic, administrative, and residential facilities. ■ Evaluate suppliers, negotiate prices and terms, and recommend vendor selection. ■ Ensure compliance with government procurement rules, financial policies, and audit requirements. ■ Coordinate with user departments to finalize specifications and delivery schedules. ■ Supervise junior procurement staff and maintain proper documentation and records. ■ Monitor contract execution, delivery, inspection, and acceptance of materials. ■ Verify bills, invoices, and related documents for payment processing in consultation with CFO. ■ Handle procurement-related audits, inspections, and reporting in consultation with CFO. ■ Maintain supplier database and support transparency and value-for-money procurement.

Application Guideline

Candidates would be required to submit the printed hard copy of their CV along with a Cover Letter, two recent photos, copies of mark sheets, certificates, experience certificates, NOC (if applicable), NID and a pay order of **BDT-500/-** in favor of **BGMEA University of Fashion & Technology** All relevant documents should reach the Registrar's Office, BUFT, Nishatnagar (West side of Uttara), Turag. Dhaka-1230 before **30th December 2025**.

Please mention the position on top of the envelope. Only short-listed candidates will be called for interview. **Please visit buft.edu.bd for details.**



BGMEA University of Fashion & Technology

Excellence Through Education

CAREER OPPORTUNITY Administrative Position

BGMEA University of Fashion & Technology (BUFT) is seeking qualified and dedicated officers for the under mentioned administrative post:

Senior Accounts Officer	Senior Accounts Officer Educational Qualifications : - Minimum Master's Degree from any reputed university in Accounting / Finance. - Completed CA course from reputed audit firms will be given preference (At least passed knowledge level examination) Result : No third class in any degree. Experience : 3 years or more working experience in a large national company. Roles & Responsibilities: ■ Manage and supervise accounting and financial operations of the university. ■ Prepare, maintain, and review financial records, ledgers, and statements in consultation of CFO. ■ Ensure proper budgeting, fund utilization, and financial control in consultation of CFO. ■ Process bills, vouchers, payroll, and payments in accordance with rules. ■ Ensure compliance with government financial regulations, audit rules, and university statutes. ■ Prepare monthly, quarterly, and annual financial reports and accounts in consultation of CFO. ■ Coordinate with internal and external auditors and respond to audit observations. ■ Supervise and guide accounts staff and ensure accuracy and transparency. ■ Monitor grants, fees, scholarships, and project funds. ■ Support procurement and payroll by verifying financial approvals and availability of funds. ■ Maintain asset registers, reconciliation statements, and financial documentation. ■ Perform any other duties assigned by the university authority.
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Application Guideline

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Excellence Through Education

CAREER OPPORTUNITY

Administrative Position

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Asst. Transport Officer	Asst. Transport Officer Educational Qualifications : Minimum Master's Degree from any reputed university in any discipline Result : No third class in any degree Experience : Candidates with relevant experience will be given preference. Roles & Responsibilities: ■ Assist in planning, coordination, and supervision of university transport operations. ■ Manage daily operation of buses, cars, and other university vehicles. ■ Prepare duty rosters for drivers and helpers. ■ Ensure proper maintenance, servicing, and fitness of vehicles. ■ Monitor fuel consumption, mileage, and vehicle logbooks. ■ Ensure compliance with traffic laws, safety rules, and university transport policies. ■ Coordinate with workshops, vendors, and authorities for repairs and inspections. ■ Handle transport-related emergencies and breakdowns. ■ Maintain records of vehicles, drivers, licenses, and insurance documents. ■ Assist in procurement of vehicles, spare parts, and transport services. ■ Perform any other duties assigned by the competent authority. ■ Coordination with IT department for proper transport management.
Senior Information Officer	Senior Information Officer Educational Qualifications : Minimum Master's Degree from any reputed university in any discipline. Result : No third class in any degree Experience : Candidates with relevant experience will be given preference. Roles & Responsibilities: ■ Manage and supervise the university information desk/help desk and information services. ■ Provide necessary information about the university to students, staff, visitors, and other stakeholders as and when required. ■ Respond to queries via phone, email, or in-person in a timely and accurate manner. ■ Maintain records of inquiries, complaints, and responses for reporting and follow-up. ■ Coordinate with different offices/departments, to resolve issues and provide accurate guidance. ■ Support public awareness, event information, and university updates at the help desk. ■ Supervise junior help desk staff and ensure smooth operation. ■ Perform any other duties assigned by the university authority.

Application Guideline

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BGMEA University of Fashion & Technology (BUFT) is seeking qualified and dedicated part time professionals for the under mentioned post:

Medical Officer (Part-Time)	Medical Officer (Part-Time) Educational Qualifications : MBBS degree from any reputed institution, preferably specialized in medicine Result : Passed Experience : 2 years of clinical experience. Roles & Responsibilities: ■ Have to work for 3 days per week and 3 hours per day. ■ Provide primary medical care and first aid to students, employees of BUFT. ■ Diagnose common illnesses and prescribe treatment within assigned duty hours. ■ Attend medical emergencies and provide immediate care or referral when required. ■ Conduct routine health check-ups and medical consultations. ■ Maintain medical records, prescriptions, and treatment logs. ■ Advise on basic health, hygiene, and preventive care. ■ Coordinate with hospitals, diagnostic centers, and ambulance services when necessary. ■ Support university health programs, health camps, and awareness activities.
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Application Guideline

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