

# Bangladesh Institute of Governance and Management

E-33, Agargaon, Sher-E-Bangla Nagar, Dhaka-1207

## Job Opportunity 2021

**Bangladesh Institute of Governance and Management (BIGM)** is a academic, training and research institute offering Masters degrees, professional training and conducting research on national policy issues. We are seeking experienced individuals for following vacant positions:

### Research Associate

#### Requirements:

Hon's and or Masters in Computer Science, Data Science, Economics, Statistics, Applied Statistics or Mathematics / Applied Mathematics, Finance, Business from any reputed University with at least one First Class/ CGPA 3.5 in the scale of 4.00 at Hon's to Masters Level. Preference will be given to candidates with degrees from reputed foreign Universities with practical knowledge on data/ big data analytical software. Proficiency in spoken and written English and Bengali is must and experience in research works will be appreciated.

Individuals working in the public sector may also apply and be considered for working on lien with a separate compensation package as per norms of the Institute.

#### Job Description:

- To propose substantive new research concept and to draft research proposals.
- To be able to conduct full-fledged scientific research individually as well as a member of a research team.
- To draft research questionnaire and to conduct survey, write case study, record focus group discussions and other outcome of research methods authentically and effectively.
- To author research article, post-editorial, review articles and other scholarly write ups individually as well as a member of a team.
- To facilitate submission of research articles in the reputed journals and to present research findings and other academic materials in relevant seminars, conference and in similar events.
- To effectively participate in the publication process of journals of BIGM and to successfully and cost effectively handle other publication and communication materials.



- To function in the managerial, and administration related responsibilities and positions of BIGM when assigned by the authority.
- To conduct, facilitate and co-ordinate academic sessions of BIGM and to accomplish exam, class-room and teaching related tasks.
- To liaison with the University of Dhaka and other government and non-government offices to facilitate networking, and to achieve expected outcome.
- **Age:** Maximum 40 years.
- **Compensation:** Following the grade of 8 of the national pay scale.
- **Position:** 03

### Application Guideline:

#### Interested persons are requested to apply with:

1. A cover letter addressed to the Chairperson, Selection Committee
2. A complete Curriculum Vitae (With passport size photo).

#### Application submission:

1. **By e-mail to:** [recruitment@bigm.edu.bd](mailto:recruitment@bigm.edu.bd) (in **one PDF file**, and the file should be named by **applicant name and valid mobile number**). Please also mention the name of applied post on the subject of the e-mail. **And:**
2. **Hard Copy:** One set of hard copy (with two photos) to BIGM {E-33, Agargaon, Sher-E-Bangla Nagar, Dhaka-1207}. Please also mention the name of applied post on top of the application the envelop.

Application Deadline: **October 21, 2021**

Only short-listed candidates will be called for interview.  
BIGM is an equal opportunity employer.

**Chairperson**

Selection Committee

