



Dhaka School of Economics (DScE)

(Constituent Institution of the University of Dhaka)

Bangladesh Economic Association Bhaban. 4/C Eskaton Garden Road, Dhaka-1000, Bangladesh
Tel: 88-02-41031824, 41031826, 41031828; E-mail: info@dsce.edu.bd; Web: www.dsce.edu.bd

WE'RE HIRING

Office Assistant

Office Assistant will be appointed at Dhaka School of Economics. Interested candidates must fulfill the following conditions:

Job Responsibilities:

- The applicant must be a citizen of Bangladesh
- Excellent analytical and problem-solving abilities
- Prepared to accept challenges and work under pressure
- Ability to meet deadlines
- Meticulous attention to detail and accuracy
- Capable of multitasking and prioritizing tasks effectively
- Good communication skill
- Any other duties and responsibilities deemed necessary for the institution

Core Competencies:

- Experience on assisting students during Lab classes and keeping the entire lab ready & standby.

Educational Requirements:

- B.A (Honours) from a recognized institute (relevant work experience preferred, Hardware and Software related knowledge, Microsoft Office Programme, Basic Photoshop, Internet related task)/ Diploma in Computer Science .

Other Job Requirements: 01 Year of practical experience in relevant field is preferable.

Age: 18- 32 Year(s)

Salary & Allowances: As per Dhaka School of Economics, pay scale.

Application Deadline: 12 September 2025

Apply Instruction

Send Your CV to: info@dsce.edu.bd

Special Instruction: Please apply with complete resume and a cover letter along with photocopies of all certificates of qualifications & experiences and two recent photographs address to Head of Admin, Development and Academic Affairs (in charge), Dhaka School of Economics (DScE). Subject Line should be **“Office Assistant”**

Company Information

Dhaka School of Economics (DScE)
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Dhaka – 1000, Bangladesh
Phone: 0241031824, 41031826, 41031828
Website: www.dsce.edu.bd