

Vacancy Announcement

IT Officer, Infrastructure & Web Systems

The BRAC James P Grant School of Public Health (JPGSPH) at BRAC University was established in 2004 as an educational and research institution focusing on the integral areas of teaching, research, and services. The goal of the school is not only to impart knowledge but also to act as a center of excellence in knowledge creation through research and training that connects with practice.

Webpage Link for more details: <https://bracjpgsph.org/career>

BRAC JPGSPH is looking for an **IT Officer**, for its Infrastructure & Web Systems for the school.

Purpose:

The IT Officer (Infrastructure & Web Systems) supports daily IT operations including networking, server support, asset management, and web development. This position is key in maintaining a secure, efficient, and accessible technology environment for the institution.

Key responsibilities:

- Assist in maintaining servers, backups, network devices, and firewall configurations.
- Provide support for web-based systems and platforms including CMS and ERP portals.
- Support cloud-based services like Google Workspace and Office 365.
- Configure and maintain network infrastructure: switches, routers, access points.
- Track IT asset inventory, conduct tagging, and support IT procurement processes.
- Monitor IT equipment health and report anomalies to the Senior IT Officer.
- Assist in executing IT projects, process audits, and technology upgrades.
- Support web content management and coordinate updates with Communications Department.

Required Skills & Qualifications

- Bachelors in computer science, IT, or a related field.
- 1–3 years of relevant experience in IT support or system/network admin.
- Basic knowledge of WordPress, DNS, cPanel, and SSL configuration.
- Familiarity with networking tools, IP setup, and router configuration.
- Strong problem-solving skills and ability to work in a team environment.
- Understanding of IT asset lifecycle and inventory tools.



BRAC SCHOOL OF
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Salary: Negotiable. A competitive salary can be offered to highly deserving candidates.

Benefits: Festival Bonus, Earned Leave Encashment, Health and Life Insurance, Increment on annual appraisal, and others as per policy along with career progression opportunity.

How to apply: All interested candidates are advised to submit the application through email at: recruitment.sph@bracu.ac.bd on or before **September 13, 2025**. Please mention the following in the subject line of your email: **Job Application for the position of IT Officer.**

Only shortlisted candidates shall be invited for the interview. All tests & interviews will be held in Dhaka.
We are an equal-opportunity employer and encourage applications from qualified women and minority candidates.

The Organization reserves the right to make an appointment at a grade lower than advertised.

BRAC JPGSPH regrets to inform you that it is not liable to reply to all the submitted applications.