

জরুরী

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
পররাষ্ট্র মন্ত্রণালয়  
আন্তর্জাতিক সংস্থাসমূহ শাখা  
ঢাকা

স্মারক নং: ১৯.০০.০০০০.২২৫.৩১.৫৯৯.১৫/৩৫১

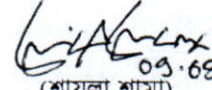
০৯ আগস্ট ২০২৩

**বিষয়:** Islamic University of Technology (IUT)-এর “প্রো-ভাইস-চ্যান্সেলর” পদে মনোনয়ন প্রেরণের জন্য অনুরোধ।

উপর্যুক্ত বিষয়ের প্রেক্ষিতে জানানো যাচ্ছে যে, ওআইসি সচিবালয় সংযুক্ত নোট ভারবালের মাধ্যমে Islamic University of Technology (IUT)-এর “প্রো-ভাইস-চ্যান্সেলর” পদে মনোনয়ন প্রেরণের জন্য ওআইসি সদস্য রাষ্ট্রসমূহকে অনুরোধ জানিয়েছে। এ প্রেক্ষিতে, ওআইসির উক্ত নোট ভারবাল ও Vacancy Announcement-এর একটি কপি এতদসঙ্গে প্রেরণ করা হলো।

০২। বর্ণিতাবস্থায়, Islamic University of Technology (IUT)-এর “প্রো-ভাইস-চ্যান্সেলর” পদের Vacancy Announcement-এর বিজ্ঞপ্তি প্রকাশ এবং মনোনীত আবেদনপত্র (সফট কপি ও হার্ডকপি) আগামী ২৪ সেপ্টেম্বর ২০২৩ তারিখের মধ্যে পররাষ্ট্র মন্ত্রণালয়ে প্রেরণ করার জন্য নির্দেশক্রমে অনুরোধ করা হলো।

সংযুক্তিঃ বর্ণনা মোতাবেক।

  
০৯.০৮.২০২৩  
(শায়লা শামা)

সিনিয়র সহকারী সচিব

ফোন নং: ০২২২৩৩৮৬৭১২

ইমেইল: io1@mofa.gov.bd

সচিব

মাধ্যমিক ও উচ্চ শিক্ষা বিভাগ

শিক্ষা মন্ত্রণালয়

বাংলাদেশ সচিবালয়

ঢাকা।

[দৃষ্টি আকর্ষণ: অতিরিক্ত সচিব (বিশ্ববিদ্যালয়), মাধ্যমিক ও উচ্চ শিক্ষা বিভাগ, শিক্ষা মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা]



OIC/ADM-FN/04/2023 0 0 2 4 6 8

جدة في: 08 AUG 2023

The General Secretariat of the Organization of Islamic Cooperation (OIC) presents its compliments to all Member States and has the honor to inform that the Islamic University of Technology (IUT) is planning to fill a vacant position of Pro Vice Chancellor.

The General Secretariat has the honor to enclose herewith the vacancy announcement including the job description noting that the deadline of application for this position is **30 September 2023**.

The General Secretariat of the OIC avails itself of this opportunity to renew to all Member States the assurance of its highest consideration.

To: All OIC Member States.



- iv. To have the planning and organizing skills in order to systematically plan a course of action for himself and others to ensure the accomplishment of specific objectives;
- v. Flexibility and capacity to focus on priorities and to have the ability to anticipate problems and devise appropriate plans;
- vi. Ability to integrate and work in international, multi-linguistic and multi-cultural environments;
- vii. Ability to work under pressure;
- viii. Act as a model for timely accomplishment of assignments and punctuality;
- ix. Good computer skills;
- x. Skilled at problem-solving, thinking analytically and developing programmes that advance the university's strategic objectives and mission;
- xi. Strong skills for sustained measurement of programme outcomes, ability to work independently and with and through others to achieve desired results;
- xii. Handle emergency and crisis situations that pertain to the campus and campus life.

### **EDUCATION**

The candidate must have at least PhD degree or equivalent degree from an accredited institution. Substantial experience in a higher education leadership position.

### **WORK EXPERIENCE**

A minimum of 10 (ten) years of experience in a related profession with at least 5 (five) years of senior-level leadership experience in higher education or supporting academic development.

### **LANGUAGES**

Fluent in English language, preferable to have some knowledge of at least one of the two official languages i.e. Arabic and French.

### **GENERAL REQUIREMENTS**

- To be a Muslim national of one of the OIC Member States;
- To be below fifty-six years of age;
- To be free of diseases and infirmities that may hinder the exercise of his/her duties;
- To be either nominated by his/her State or his/her State should have no objection to his appointment;
- The date of birth and contact numbers are essential requirements to be available in the C.V.

### **HOW TO APPLY**

Application letter along with the CV to be sent through the Ministry of Foreign Affairs to :

Directorate of Cabinet  
OIC General Secretariat  
P.O. Box 178, Jeddah 21411  
Kingdom of Saudi Arabia  
Fax: +00966(12)6512288  
E-mail: [vacancy@oic-oci.org](mailto:vacancy@oic-oci.org)

### **NOTES**

Applications received after the deadline will not be accepted.  
Only short-listed candidates will be contacted.





**GENERAL SECRETARIAT OF THE  
ORGANISATION OF ISLAMIC COOPERATION (OIC)**

**VACANCY ANNOUNCEMENT**

**DEADLINE FOR APPLICATIONS: 30 SEPTEMBER 2023**

<b>JOB TITLE</b>	:	Pro Vice Chancellor
<b>AREA OF ACTIVITY</b>	:	Islamic University of Technology (IUT)
<b>DUTY STATION</b>	:	Dhaka – People's Republic of Bangladesh
<b>CATEGORY / GRADE</b>	:	Principal Category (D1)
<b>REMUNERATION</b>	:	Basic salary US\$4,600 in addition to other allowances and payments as stated in the OIC Personnel Regulations

The Pro Vice Chancellor shall assume his tasks under the supervision of the Vice Chancellor.

**JOB DESCRIPTION**

- Assists the Vice Chancellor on all matters related to the management and day-to-day functions;
- Advise the Vice Chancellor to take decisions related to all academic, administrative and financial;
- Ensure the implementation of the OIC Financial and Personnel Regulations and the regulations of the Statute of the IUT;
- Advise the Vice Chancellor to ensure the departments, offices, centres, and institute of the university function smoothly and efficiently;
- Prepare budget proposal of the university;
- Prepare all financial and administrative reports for submission to the Governing Board Meetings, Islamic Commission for Economic, Cultural and Social Affairs (ICECS), Permanent Finance Committee (PFC), Council of Foreign Ministers (CFM), etc.;
- Prepare responses to auditor's reports (Financial Control Organ of the Internal Auditor of the OIC);
- Initiate policies and programmes and implement plans and programmes of the university in accordance with the policy decisions and guidelines of the Council of Foreign Ministers, the General Assembly and the Governing Board;
- Preparation of drafts to worksheets and drafts of recommendations to various OIC Organs;
- Drafting of cooperation agreements and memoranda of cooperation; in coordination with the Vice Chancellor;
- Representation of the University at International forums and other conferences and meetings when entrusted by the Vice Chancellor;
- Ensure prudent and economical use of financial resources of the university;
- Providing opinion on legal issues;
- Perform the duties of the Vice Chancellor during his absence;
- Perform any other duties assigned by the Vice Chancellor

**COMPETENCIES AND SKILLS**

- i. Sense of responsibility and commitment to the OIC and its goals and programmes;
- ii. To have the leadership skill to direct and inspire the staff of the university towards the accomplishment of its objectives;
- iii. Ability to listen, to consult and to share information and ideas; and to have negotiation skills;