



# IUT

## ISLAMIC UNIVERSITY OF TECHNOLOGY

ORGANISATION OF ISLAMIC COOPERATION (OIC)  
BOARD BAZAR, GAZIPUR-1704  
TEL: 9291250, 9291252; FAX: 9291260; WEBSITE:  
[www.iutoic-dhaka.edu](http://www.iutoic-dhaka.edu)



# Recruitment of Assistant PS to the Pro-Vice-Chancellor (Part-Time)

IUT welcomes applications from qualified candidates for the position of Assistant PS to the Pro-Vice-Chancellor (Part-Time) for the office of the Pro-Vice-Chancellor having the following qualifications and experiences:

The candidate must have a graduation degree or its equivalent from a recognized university / institute with proficiency in the application of different computer programmes such as MS Office (word, excel, power point), data-based software. S/he will be required to draft reports / notes and extend other secretarial services.

The ideal candidate should have excellent capability in translating English-French-English texts. S/he should be well conversant with technical terminology, especially in the realm of diplomacy.

### Terms and Conditions:

The total work load for the post is 18 (eighteen) hours per week for which a consolidated amount of US\$ 500 (US Dollar Five hundred) will be paid per month. No other allowance and benefit will be admissible.

Eligible candidate may apply on plain paper which should reach the office of the Chief of Establishment, IUT, Board Bazar, Gazipur along with C.V., a passport size photograph and copies of all documents on or before 14 September 2018.