



IUT

ISLAMIC UNIVERSITY OF TECHNOLOGY

ORGANISATION OF ISLAMIC COOPERATION (OIC)

BOARD BAZAR, GAZIPUR-1704

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www.iutoic-dhaka.edu



Staff Recruitment

IUT welcomes applications from qualified candidates for its Finance and Accounts Office for the position of **Assistant Secretary** having the following qualifications and experiences:

Graduate with 5 years of experience in secretarial works and proficiency in the application of different computer programmes such as MS Office (word, excel, power point) including experience in the application of data-based software. Excellent typing speed both in English and Bengali and capability of drafting reports / notes are required. Candidates having training in secretarial science or working experience especially in International Organizations in the relevant field will be given preference.

Salary & allowances:

GS-4: (US\$ 260-12x16-452)

plus housing allowance - 40%, applicable if accommodation cannot be provided on the campus, transport allowance - US\$ 25, spouse allowance – US\$ 15, and children allowance – US\$ 07 per month, interim allowance – 10%, cost of living allowance – 04%. Education allowance, medical benefits and end of service indemnity are available as per rules. Moreover, successful candidates, if coming from a member state of the OIC other than Bangladesh, will be awarded 40% expatriate allowance as per rule.

Applicants from the host country, Bangladesh, should apply on plain paper, while those from other member-states of OIC may apply through e-mail (establish@iut-dhaka.edu) 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 **25 July 2018**.