



IUT

ISLAMIC UNIVERSITY OF TECHNOLOGY



Staff Search

A SUBSIDIARY ORGAN OF ORGANISATION OF ISLAMIC COOPERATION (OIC)
BOARD BAZAR, GAZIPUR-1704

TEL: +880-2-996691250, 996691252; FAX: +880-2-996691260; Website: www.iutoic-dhaka.edu

IUT welcomes applications from qualified candidates for the following:

Sl. No.	Position	Department/Office/Centre
1.	Assistant Secretary	Registrar/HRCO/NSc
2.	Assistant Cafeteria Supervisor	Office of the Provost (Male)
3.	Assistant Storekeeper	PPD Office
4.	Assistant Network Technician	ICT Centre

Salary & Allowances:

Assistant Secretary	: (GS-4: US\$330-30x25-1080)
Assistant Cafeteria Supervisor	: (GS-4: US\$330-30x25-1080)
Assistant Storekeeper	: (GS-3: US\$260-20x25-760)
Assistant Network Technician	: (GS-2: US\$195-20x25-695)

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

Required qualifications and experience for appointment to the above posts are furnished below:

Assistant Secretary

Bachelor Degree with proficiency in computer literacy and typewriting in English. Candidates should have capability of drafting reports/notes etc. Candidates having training in Secretarial science or working experience in the relevant field will be given preference.

Assistant Cafeteria Supervisor

Bachelor degree with proficiency in computer. Experience in the relevant field will be preferred.

Assistant Storekeeper

i. At least HSC or equivalent and ii) Should have computer and English Literacy

Assistant Network Technician

i. S.S.C/S.S.C Vocational or equivalent from any reputed institute in the relevant field, ii) Experience in the relevant field will be preferred.

Competencies

Good skills on installation of new network connectivity, troubleshooting of existing network and internet connectivity. Desktop, Laptop, Printer, Switch, Router, UPS and other IT equipment setup. Operation and maintenance of Sound System, Multimedia Projector

Skills for the above-mentioned posts (Except Serial no. 4)

Knowledge of “back-office” computer systems (ERP software); Working knowledge of office equipment; Thorough understanding of office management procedures; Excellent organizational and time management skills; Analytical abilities and aptitude in problem-solving; Excellent written and verbal communication skills in English and Bengali.

Applicants must apply through the link <https://www.iutoic-dhaka.edu/circular>. Moreover, one set of application along with C.V., a passport size photograph, and all documents, including NID in hard copy must require to be sent to the Chief of HRC Office (In charge), Human Resource & Cabinet Office, IUT, Board Bazar, Gazipur on or before 13 November 2024.

To be below fifty-six years of age

Those who are in employment must submit their application through the proper channel.

Lobbying and canvassing for employment will not be entertained and may work to the candidate's disadvantage.

Only short-listed candidates will be contacted.