IUT ISLAMIC UNIVERSITY OF TECHNOLOGY

VACANCY ANNOUNCEMENT

ORGANISATION OF ISLAMIC COOPERATION (OIC)
BOARD BAZAR, GAZIPUR-1704
TEL: 996691250, 996691252; FAX: 996691260; WEBSITE: www.iutoic-dhaka.edu

DEADLINE FOR APPLICATIONS : 25 December 2026

Islamic University of Technology (IUT), a subsidiary organ of Organisation of Islamic Cooperation (OIC), welcomes applications from qualified candidates for the following position:

JOB TITLE	:	Deputy Internal Auditor
NUMBER OF VACANCIES	:	01
AREA OF ACTIVITY	:	Islamic University of Technology (IUT)
DUTY STATION	:	Dhaka – People's Republic of Bangladesh
SALARY CATEGORY / GRADE	:	IUT Pay Scale S–5: US$ 950-50x25-2,200
AIRFARE	:	Economy class and most direct route return airfare between Home Country and Dhaka will be reimbursed only upon submission of necessary documents.
ALLOWANCES AND BENEFITS	:	Allowances and benefits as per IUT rules

JOBS DESCRIPTION

* Preparation of annual internal audit report in line with the guideline of OIC.
* Perform and maintain control of the full audit cycle, which includes financial reliability, compliance with applicable regulations and directives;
* Determine internal audit scope and develop annual plans;
* Obtain, analyze and evaluate accounting documentation, previous reports, data, flowcharts etc.;
* Study the existing systems and detect the loopholes of financial management and to formulate proposals with a view to addressing those in the future;
* Scrutinize programs, function, operations, and managerial systems and procedures with a view to achieving economy, efficiency and effectiveness of financial and human resources;
* Review accounting activities on fund to ensure accuracy and conformity with applicable controls and regulations;
* Respond to concerns and inquiries on accounting matters from, among others, the Board, Vice-Chancellor, Pro-Vice-Chancellor;
* Implement the Ministerial and Board resolutions and instructions of the Vice-Chancellor;
* Determine ways to cut costs and improve process to eliminate the costs in collaboration with various stakeholders of the university;
* Ensure the implementation of the OIC and IUT regulations and statute;
* Identify the financial risk of the organization and offer recommendations to reduce risk;
* Examines records to ensure proper recording of transactions and compliance with applicable laws, agreements, and policies;
* Conducts financial and operational audits by examining and verifying accounting, statistical, or operational records and/or procedures of internal and/or external organizations to determine the

reliability and effectiveness of financial and control systems, material and assets, liabilities, surplus, income and expenditures;

* Assess the efficiency and productivity of internal staff and make recommendations for improvement;

* Identify process improvement opportunities;

* Perform follow up audits to ensure remediation of findings and report of the Finance Control Organ (FCO) auditors (External auditors) of the OIC and the status of the remediation efforts.

* Perform other tasks and duties as assigned by the Vice-Chancellor.

COMPETENCIES AND SKILLS

- ✓ Timely accomplishment of assignments and punctuality as a role model.
- ✓ High degree of aptitude regarding attention to details and excellent analytical skills;
- ✓ Leadership skills to direct and inspire the staff and students of the IUT towards the accomplishment of its objectives and sound independent judgment;
- ✓ Advanced computer skills including MS Office, accounting software, and database;
- ✓ Compilation of detailed and large amount of data and preparation of clear reports to facilitate higher management taking decision;
- ✓ Planning and organizing skills in order to systematically plan a course of action for himself and others for himself and others to ensure the accomplishment of specific objectives;
- ✓ Patience to listen, to consult and to share information and ideas; and to have excellent communication and negotiation skills;
- ✓ Working under pressure;
- ✓ Understanding of technology applications and techniques related to this position.
- ✓ Candidates should have a firm understanding of changing technology.

EDUCATION AND EXPERIENCE

- The candidate must have at least Masters Degree from a recognized university with a focus in the area of Accounting, Finance and Internal Auditing, the degree options could be in Business Administration with specialization in Internal Auditing, Economics, or related fields. Ph.D. degree will be an added advantage;
- **12 years** Experience in the field of audit, risk or control.
- Should have competence in data analysis and report writing; CIA, CA, ACCA, CMA or equivalent professional progress will be added an advantage.

LANGUAGES

Sound knowledge in writing and speaking English language. Preference would be given to the candidates having knowledge in other OIC official languages i.e. French and Arabic.

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;
- The date of birth and contact numbers are essential requirements to be available in the C.V.

HOW TO APPLY

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 in hard copy are required to be sent to the Chief of HRC Office (In charge), Human Resource & Cabinet Office, IUT, Board Bazar, Gazipur-1704, Bangladesh.

NOTES

Applications received after the deadline will not be accepted.
Lobbying and canvassing for employment will not be entertained and may work to the candidate's disadvantage.
Preference will be given to International Candidates from the member countries of OIC
Only short-listed candidates will be contacted.