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	:	Chief of HRC Office
NUMBER OF VACANCIES	:	01
AREA OF ACTIVITY	:	Human Resource & Cabinet Office
DUTY STATION	:	Gazipur – People's Republic of Bangladesh
SALARY CATEGORY / GRADE	:	IUT Pay Scale P-2: US$ 1,400-100x25-3,900
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

JOB DESCRIPTION

- Dealing with human resources matters including recruitment, promotion, leave, retirement benefits etc.;
- Supporting the higher authorities by providing necessary information and advice for taking decisions having far-reaching impact;
- Devising innovative and cost-saving human resource strategies;
- Providing opinion on legal issues;
- Responding to concerns and inquiries on HR matters from, among others, the Board, General Secretariat and Member States of the OIC and various agencies of the host government;
- Sorting out issues concerning visas of expatriate staff and other administrative matters of the University;
- Preparing reports on the activities and programmes of the university for various meetings including Islamic Summit Conference, Council of Foreign Ministers, Islamic Commission for Economic, Cultural and Social Affairs, Standing Committee for Scientific and Technological Cooperation, Standing Committee for Economic and Commercial Cooperation Finance Control Organ of the Organization of the Islamic Cooperation;
- Drafting agenda, minutes etc. of Governing Board, Selection Committee, Administrative Advisory Committee, Recruitment and Promotion Committee & other administrative Committees;
- Assisting in the implementation of the Ministerial and Board resolutions and instructions of the Vice-Chancellor;
- Ensuring the implementation of the OIC and IUT regulations and statutes;
- Performing other tasks and duties assigned by the Vice-Chancellor.

COMPETENCIES AND SKILLS

- ✓ Patience to listen, consult and share information and ideas; and to have excellent communication both speaking and writing as well as negotiation skills;
- ✓ Leadership skills to direct and inspire the members of the faculty and staff of the University towards the accomplishment of its objectives through sound independent judgment;
- ✓ Should have good competency in using MS Office, SPSS, ERP;
- ✓ Planning and organizing skills in order to systematically plan a course of action for himself / herself and others to ensure the accomplishment of specific objectives;
- ✓ Ability to comprehend the legal and social implications of any decision to be implemented and having knowledge in laws and regulations such as UNO, ILO and host country, etc.;
- ✓ Capability of working under pressure;
- ✓ Adequate knowledge in diplomatic communication;

EDUCATION AND EXPERIENCE

- A Masters degree in Human Resource Management, Business or Public Administration, Management, Law, or a closely related field from an accredited university.
- At least 15 years of progressively responsible experience in human resource management or university administration, including a minimum of five years in a senior position (equivalent to Deputy Registrar, Deputy Director, or higher) at a recognized university, international organization, or comparable institution.
- Candidates with a relevant Ph.D. may be considered if they have at least 12 years of relevant experience, including five years in a senior management role.
- Demonstrated expertise in strategic human resource planning, performance management, staff development, employee relations, employment regulations, and organizational development.
- Excellent written and oral communication skills in English, with proficiency in preparing reports and proceedings, as well as in using digital office applications.
- A recognized professional HR qualification (SHRM-SCP, SPHR, GPHR, or equivalent) and experience in an international organization are preferred.

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;
- Candidates having experience working in a multicultural and multilingual environment will have an added advantage.
- 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, Human Resource and 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.
Only short-listed candidates will be contacted.