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	:	Registrar
NUMBER OF VACANCIES	:	01
AREA OF ACTIVITY	:	Office of the Registrar
DUTY STATION	:	Gazipur – People's Republic of Bangladesh
SALARY CATEGORY / GRADE	:	IUT Pay Scale P-3: US$ 1,700-100x25-4,200
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

JOB DESCRIPTION

- Actively participate as a member of the Senior Leadership Team to assist in the development and implementation of strategies and policies that further enhance the IUT educational programs and image;
- Maintain and enhance enrolment procedures and processes through the development of strategies to respond to new students enquiries and by providing an efficient informative and responsive service to all students;
- Maintain accurate, computerized and auditable academic records of all students including students cumulative folders, progress and failure reports, class rosters, schedule changes, and grade books;
- Provide statistical information to the Vice Chancellor for the Board reports as required;
- Provide Projected statics for the following academic year and up to date forecast figures for upcoming IUT terms;
- Planning commencement activities and preparing information such as honours list, transcripts and class rankings
- Ability to collaborate effectively with various faculties of the IUT and cross-functional terms;
- Ensure the implementation of the OIC and IUT regulations and statute
- Performing other tasks and duties assigned by the Vice-Chancellor.

COMPETENCIES AND SKILLS

- ✓ To have the planning and organizing skills in order to systematically plan a course of action for himself and others to ensure the accomplishment of specific objectives;
- ✓ To have experience in Technology Management, Academic Affairs and Computer Applications;
- ✓ To have the leadership skills to direct and inspire, the staff and students of the IUT towards the accomplishment of its objectives;
- ✓ Ability to listen, to consult and to share information and ideas, and to have excellent communication and negotiation skills;
- ✓ Excellent report skills;
- ✓ Excellent computer skills;
- ✓ Flexibility and capacity to focus on priorities, and to have the ability to anticipate problems and devise appropriate plants;
- ✓ Ability to work under pressure;
- ✓ Act as a model for timely accomplishment of assignment and punctuality.

EDUCATION AND EXPERIENCE

- The candidate shall possess a Masters degree or equivalent qualification from a recognized university and at least 15 years of progressively responsible experience in university or higher-education administration, including 5 years in a senior leadership position equivalent to Deputy Registrar, or equivalent.
- The candidate shall have proven experience in university governance, academic and general administration, policy implementation, student management, digital systems and automation, and shall possess excellent written and oral English communication skills, including preparation of official reports, minutes and proceedings.
- In the case of a candidate possessing a PhD, the minimum total experience may be reduced to 12 years, provided that the candidate has at least 8 years of relevant experience in university or higher-education administration and at least 5 years in a senior leadership position equivalent to Deputy Registrar or equivalent.

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.