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 in hard copy, 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 31 August 2019.