



# IUT

# ISLAMIC UNIVERSITY OF TECHNOLOGY

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

TEL: 9291250, 9291252; FAX: 9291260; WEBSITE: www.iutoic-dhaka.edu



## Staff Recruitment

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IUT welcomes applications from qualified **Female** candidates for the following posts in the office of the Provost (Female):

Post	Requirements
<b>Assistant Secretary</b>	Bachelor's or an equivalent degree 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). 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.
<b>Assistant Supervisor</b>	Bachelor's or an equivalent degree with some experience in dealing with students in Halls of Residence in academic / training institutes, etc. Higher qualification will be preferred. Experience in working in a multicultural environment will be considered as an added advantage. The candidate should possess an amiable personality, inter personal skills, be proficient in oral and written communications in English and have computer literacy.
<b>Assistant Cafeteria Supervisor</b>	Bachelor's or an equivalent degree with 4 years experience in management of large cafeteria / dining hall of educational institutions / other organisations preferably in a multi-cultural environment. The person should possess an amiable personality and be proficient in oral and written communications in English and have computer literacy. Educational qualifications may be relaxed for otherwise exceptionally suitable candidates. Educational qualifications may be relaxed for otherwise exceptionally suitable candidates.
<b>Assistant Café Store Keeper</b>	The candidate must possess H.S.C. with 5 years of experience in keeping records and maintaining stock registers.
<b>Chef</b>	The candidate must possess fairly good reading, writing and speaking abilities with physical fitness to work in a large kitchen and a total experience of not less than 18 years of cooking in student dormitory out of which 7 years as Assistant Cook.
<b>Assistant Security Attendant</b>	The candidate must possess S.S.C. with 5 years experience as Office Attendant or equivalent positions.
<b>Assistant Chef</b>	The candidate must possess fairly good reading, writing and speaking abilities with physical fitness to work in a large kitchen and a total experience of not less than 5 years of cooking in student dormitory.

**Salary & Allowances:**

Assistant Secretary, Assistant Supervisor	:	(GS-4 : US\$ 260-12x16-452)
Assistant Cafeteria Supervisor	:	(GS-3 : US\$ 195-9x16-339)
Assistant Café Store Keeper, Chef	:	(GS-3 : US\$ 195-9x16-339)
Assistant Security Attendant	:	(GS-2 : US\$ 150-7x16-262)
Assistant Chef	:	(GS-1 : US\$ 105-5x16-185)

**plus** housing allowance, transport allowance, spouse allowance, children allowance, educational allowance, medical benefits and end of service indemnity are available as per rules. Moreover, the successful candidate, if coming from other than Bangladesh, will be awarded expatriate allowance, passage and installation grants as applicable as per rule.

**How to apply**

Only **Female** Applicants from the host country, Bangladesh, should apply on plain paper, while those from other member-states of OIC may apply through e-mail ([establish@iut-dhaka.edu](mailto: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 25 December 2017.