



IUT

ISLAMIC UNIVERSITY OF TECHNOLOGY



Staff Search

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

TEL: +880-2-996691250, 996691252; FAX: +880-2-996691260; Website: www.iutoic-dhaka.edu

IUT welcomes applications from qualified candidates for the following:

Sl. No.	Position	Department / Office
1.	Assistant Protocol Officer	Vice Chancellor's Office
2.	Assistant Generator Operator	Engineering and General Services Office
3.	Assistant Mason	Engineering and General Services Office
4.	Assistant Janitor	Engineering and General Services Office

Salary & Allowances:

Assistant Protocol Officer	:	(GS-4: US\$330-30x25-1080)
Assistant Generator Operator	:	(GS-2: US\$195-20x25-695)
Assistant Mason	:	(GS-2: US\$195-20x25-695)
Assistant Janitor	:	(GS-1: US\$150-20x25-650)

plus housing allowance - 40%, applicable if an accommodation cannot be provided on the campus, transport allowance, spouse allowance, and children allowance per month, cost of living allowance. Education allowance, medical benefits and end-of-service indemnity are available as per the rules. Moreover, successful candidates, if coming from a member state of the OIC other than Bangladesh, will be awarded 15% expatriate allowance as per rule.

Required qualifications and experience for appointment to the above posts are furnished below:

Assistant Protocol Officer

Bachelor degree or equivalent with proficiency in computer. Relevant work experience will get preference. Should have good communication capability.

Skills

Receive, review and screen all incoming protocol related correspondence/documents and take the necessary action as required in consultation with the supervisor/official concern either Programme/Admin/Operation; Support on protocol related matters for the Members of the Governing Board, delegations from the OIC , Students; (Hotel reservation, Air ticket purchase, arrange transport service, Airport pick up and drop etc.); Support on making liaison with different ministries/departments (Foreign affairs, Civil aviation authority, Custom, NBR, DIP) on various clearance & protocol related activities; Support & coordinate on preparation of Visa etc.; Assist to take the notes during the meetings & prepare the draft minutes of the meeting; Prepare & maintain the database of all incoming & outgoing foreign guests and students;

Experience in International organizations/institutions will be an advantage; Have good judgment and analytical skills; Self-motivated and able to work with minimum supervision; Ability to work under pressure in a professional manner; Ability to work quickly and accurately; Ability to establish and maintain a good working relationships with people of different national and cultural background; Excellent computer skills (especially in MS-Word, MS-Excel and Outlook); Experience in handling of web-based management systems

Knowledge of "back-office" computer systems (ERP software); Excellent written and verbal communication skills in English and Bengali. Preference would be given to the candidates having knowledge in other OIC official languages i.e., French and Arabic.

Assistant Generator Operator

- Trade Certificate in relevant field
- Experience in the relevant field.

Skills

Monitoring gauges and meters to ensure that the generator is operating efficiently; Performing routine maintenance checks and services on generators, such as oil changes and filter replacements; Installing new generators or replacing parts in existing generators to keep them functioning properly; Maintaining electrical systems and components, such as replacing fuses or fixing wiring problems; Operating and maintaining equipment used to provide electricity to consumers during power outages or emergencies; Responding to problems with the generator or other electrical equipment as needed; Operating and monitoring computerized controls for generators to ensure they are functioning properly; Troubleshooting problems with electrical or mechanical equipment to locate the source of the issue; Monitoring fuel consumption and ordering additional fuel as needed

Assistant Mason

- Trade Certificate in the relevant field
- Experience in the relevant field.

Skills

Maintaining tools and workspaces; Cutting, shaping and dressing materials; Lifting, carrying and placing prepared blocks; Reading and following technical drawings; Mixing cement and mortar; Restoring old and worn masonry.

Assistant Janitor

- Class VIII (Eight) pass
- Must have knowledge of cleaning and hygiene.
- Experience in the relevant field.

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, including NID in hard copy is required to be sent to the office of the Chief of Establishment, IUT, Board Bazar, Gazipur on or before **02 November 2023**.

To be below fifty-six years of age

Those who are in employment must submit their application through the proper channel.

Lobbying and canvassing for employment will not be entertained and may work to the candidate's disadvantage.

Only short-listed candidates will be contacted.