Most Immediate

Government of Pakistan
Ministry of Foreign Affairs
Islamabad
****

Subject: Vacancy Announcement for the Position of Vice Chancellor, Islamic University of Technology (IUT), Dhaka (a subsidiary organ of the OIC).

Enclosed please find copy of Parep Jeddah’s fax message No. OIC-7/2018, dated 15 April, 2018, alongwith its enclosures, on the above subject, for necessary views/comments.

Encl: As Above

(Shahrukh Khan)
Assistant Director (OIC)
Phone: 9223795

1. The Secretary, Ministry of Federal Education & Professional Training, Islamabad.

2. The Executive Director, Higher Education Commission (HEC), Islamabad.

Ministry of Foreign Affairs’ U.O.No.OIC-5/1/2017, dated 17 April 2018
FAX MESSAGE

From: Parep Jeddah
To: Foreign Islamabad
No: OIC-7/2018
Dated: 15 April 2018

Director General (EC & OIC) from Deputy Consul General

Subject: Vacancy Announcement for the Position of Vice Chancellor, Islamic University of Technology (IUT), Dhaka (a Subsidiary Organ of the OIC)

Enclosed please find OIC Secretariat’s Note Verbale No. OIC/ADM-FN(013)/2018/001865 dated 12 April 2018 regarding vacancy announcement for the position of Vice Chancellor of Islamic University of Technology (IUT), Dhaka, Bangladesh. Detailed information on eligibility criteria is attached and last date for submission of nominations is 30th June 2018.

2. Forwarded for information and further action, please.

Respectfully,

(Shaia Ahmed Bhutto)
The General Secretariat of the Organization of Islamic Cooperation (OIC) presents its complements to all OIC Member States and has the honour to draw their kind attention to the following:

The (OIC) General Secretariat is going to recruit "Vice Chancellor for the Islamic University of Technology" in Dhaka – People's Republic of Bangladesh to fill out the available vacancy in 2018. In this connection, the deadline for receiving nominations would be June 30, 2018. Detailed information on eligibility of any candidate is enumerated in the enclosed "Vacancy Announcement".

It should be mentioned here that the nominations of governmental candidates should be submitted through the Ministry of Foreign Affairs of their respective countries. For a non-governmental applicant a “no objection certificate” from the Ministry of Foreign Affairs would have to be submitted at the time of his/her final selection.

The General Secretariat of the Organization of Islamic Cooperation avails itself of this opportunity to renew to all OIC Member States the assurances of its highest consideration.

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Consul General's Office

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All Member States

P.O. Box 178, Jeddah 21411, Kingdom of Saudi Arabia  Tel.: +966 12 651 5222  Fax: +966 12 651 2288

WWW.oic-oic.org
GENERAL SECRETARIAT OF THE ORGANIZATION OF ISLAMIC COOPERATION

VACANCY ANNOUNCEMENT
DEADLINE FOR APPLICATIONS: 30 June 2018

<table>
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<tr>
<th>JOB TITLE</th>
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<tr>
<td>AREA OF ACTIVITY</td>
<td>Islamic University of Technology</td>
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<tr>
<td>DUTY STATION</td>
<td>Dhaka - People's Republic of Bangladesh</td>
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<td>CATEGORY/GRADE</td>
<td>Director General (DG)</td>
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<td>REMUNERATION</td>
<td>Basic salary US$5,500 in addition to other allowances and payments as stated in the OIC Personnel Regulations</td>
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The Vice Chancellor shall assume his tasks under the supervision of the Secretary General (The Chancellor) in coordination with the Governing Board of the university.

JOB DESCRIPTION

1. The Vice-Chancellor shall be the Chief Executive in Charge of the overall management of the University and shall take the measures necessary for realizing of the objectives of the University.

2. Ensure that the provisions of the Charter, the Regulations of the Organization, the Statute of the IUT, and the Rules and Regulations of the University are faithfully observed and carried out.

3. Take necessary actions in coordination with the authorities of the host country to provide for the physical security of the University;

4. Ensure that the financial and other targets of the University are achieved economically;

5. Ensure that the departments and offices of the University function smoothly and efficiently;

6. Keep the Governing Board generally informed of the affairs on the University and bring such matters for consideration of the Governing Board as he may deem necessary from time to time;

7. Act and maintain liaison between the General Secretariat and the Governing Board and coordinate the activities of the university with the General Secretariat;
9- Good computer skills.

10- Skilled at problem solving, thinking analytically and developing programs that advance the university's strategic objectives and mission.

11- Strong skills for sustained measurement of program outcomes, ability to work independently and with and through others to achieve desired results.

12- Handle emergency and crisis situations that pertain to the campus and campus life.

Education
The candidate must have at least Ph.D. degree or equivalent degree from an accredited institution. Substantial experience in a higher education leadership position.

Work Experience
A minimum of ten (10) years of experience in a related profession with at least five (5) years of senior level leadership experience in higher education or supporting academic development.

Languages
Fluent in English language, preferable to have some knowledge of at least one of the two official languages i.e. Arabic and French.

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
- To be either nominated by his/her State or his State should have no objection to his appointment.
- The date of birth and contact numbers are essential requirements to be available in the C.V.

Please send your C.V. with cover letter to:
Cabinet of the Secretary General
OIC General Secretariat
P.O. Box 178, Jeddah 21411,
Kingdom of Saudi Arabia
Fax: +00966(012)6512288
Email: vacaney@oic-oci.org

Only short-listed candidates will be contacted.