

ORGANISATION OF ISLAMIC COOPERATION
GENERAL SECRETARIAT

ORGANISATION DE COOPERATION ISLAMIQUE
SECRETARIAT GENERAL



NO. 6142 P. 1/5

منظمة التعاون الإسلامي
الأمانة العامة

OIC/ADM-FN/11/2019/ 001005

Jeddah, 19 FEB 2019

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The General Secretariat of the Organization of Islamic Cooperation (OIC) presents its compliments to all its Member States, and has the honor to bring to their kind attention that it is in the process of recruiting a Vice Chancellor of Islamic University of Technology, Dhaka – People's Republic of Bangladesh.

The General Secretariat is attaching herewith the vacancy announcement, along with the job description and the benefits of this post, noting that the closing date for applications is April 7, 2019.

It should be noted that nominations for this post should be submitted officially through the foreign ministries.

The OIC General Secretariat avails itself of this opportunity to renew to all the Member States the assurance of its highest consideration.

Encl.: as stated above.

 To: Member States.



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**GENERAL SECRETARIAT OF THE
ORGANIZATION OF ISLAMIC COOPERATION
(OIC)**

VACANCY ANNOUNCEMENT

DEADLINE FOR APPLICATIONS: April 7, 2019

JOB TITLE	Vice Chancellor
AREA OF ACTIVITY	Islamic University of Technology
DUTY STATION	Dhaka – People's Republic of Bangladesh
CATEGORY/ GRADE	Director General (DG)
REMUNERATION	Basic salary US\$5500 in addition to other allowances and payments as stated in the OIC Personnel Regulations

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;

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8. Initiate policies and programmes and implement plans and programmes of the University in accordance with the policy decisions and guidelines of Council of Foreign Ministers, the General Assembly and the Governing Board;
9. Present to the Governing Board annual programme, the annual budget and the annual report of the University ;
10. Take such executive and administrative steps as he may consider necessary, subject to any regulation made in this behalf, ensure control, supervision and coordination of the activities and conduct work and affairs of the various Departments and Offices of the University.
11. Recommend to the Secretary General for appointment of Pro Vice Chancellor and members of the staff of professional and administrative Categories after processing such cases as per Personnel regulations of the OIC and recommend their promotion, termination and disciplinary actions in accordance with the IUT's Statue, IUT's Internal Rules and Regulations of the OIC;
12. Promote good relations between the University and the various related institutions especially in Member States;
13. Perform such other functions, as may be assigned by the Council of Foreign Ministers, the Secretary General, General Assembly and the Governing Board.

Competencies & Skills

1. Sense of responsibility and commitment to the OIC and its goals and programs.
2. To have the leadership skills to direct and inspire the staff of the university towards the accomplishment of its objectives.
3. Ability to listen, to consult and to share information and ideas; and to have the negotiation skills.
4. 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.
5. Flexibility and capacity to focus on priorities, and to have the ability to anticipate problems and devise appropriate plans.
6. Ability to integrate and work in international, multi-linguistic and multi-cultural environment.
7. Ability to work under pressure.
8. Act as a model for timely accomplishment of assignments and punctuality.
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.

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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.

How to Apply

Application letter along with the CV to be sent through the Ministry of Foreign Affairs to :

Directorate of Cabinet
OIC General Secretariat
P.O. Box 178, Jeddah 21411,
Kingdom of Saudi Arabia
Fax: +00966(12)6512288
Email: vacancy@oic-oci.org

Notes

Applications received after the deadline will not be accepted.
Only short-listed candidates will be contacted.