



বাংলাদেশ ইউনেস্কো জাতীয় কমিশন



ফাইল নং
১/২

ফোন : ৮৮০-২-৯৬৭৫০০২, ৮৬২৭৯৬৯
ফ্যাক্স : ৮৮০-২-৮৬১৩৪২০
Web : www.bncu.gov.bd

শিক্ষা মন্ত্রণালয়
১, সোনারগাঁ রোড
পলাশী-নীলক্ষেত্র, ঢাকা- ১২০৫

নং- ৩৭.১৮.০০০০.০০৯.০২৪.১০.২০১৫- ৭০ (৯)

তারিখঃ ১১ ফেব্রুয়ারী ২০১৫ খ্রিঃ

বিষয়ঃ মন্ত্রণালয়ের ওয়েবসাইটে বিজ্ঞপ্তি প্রচার প্রসঙ্গে।

ইসলামিক এডুকেশনাল, সায়েন্টিফিক এন্ড কালচারাল অর্গানাইজেশন (আইসেস্কো) এর সদর দপ্তরে ক. Specialist in New technology, খ. Specialist in Renewable Energy গ. Specialist in Genetic Engineering ঘ. Specialist in Literacy ঙ. Specialist in Teaching Arabic as a Foreign Language চ. Specialist in Higher Education ছ. Specialist in University administration জ. Specialist in University Relations ঝ. Specialist in General Administration ঞ. Specialist in Islamic Civilization ট. Specialist in Cultural Development ঠ. Specialist in Museology and Heritage ড. Specialist in Human Resources ঢ. Specialist in Strategic Planning গ. Specialist in Administration and International Relations পদে নিয়োগের জন্য বাংলাদেশ থেকে আবেদন আহ্বানকৃত বিজ্ঞপ্তি (সংযুক্ত) মন্ত্রণালয়ের ওয়েবসাইটে প্রচারের যথাযথ ব্যবস্থা গ্রহণের জন্য নির্দেশক্রমে অনুরোধ করা হল।

১২.০২.১৫

(মোঃ মনজুর হোসেন)
সচিব

ই-মেইলঃ natcombd@yahoo.com
bncu@bdcom.com

সিনিয়র সিস্টেম এ্যানালিস্ট
জনপ্রশাসন মন্ত্রণালয়
বাংলাদেশ সচিবালয়
ঢাকা-১০০০।

অনুলিপিঃ

- ১। সচিব মহোদয়ের একান্ত সচিব, শিক্ষা মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা-১০০০।
- ২। অফিস কপি।

বিজ্ঞপ্তি

ইসলামিক এডুকেশনাল, সায়েন্টিফিক এন্ড কালচারাল সংস্থা (আইসেক্সো)'র সদর দপ্তরে বিভিন্ন পদে নিয়োগের জন্য দরখাস্ত আহ্বান।

মরক্কোর রাবাতের অবস্থিত ইসলামিক এডুকেশনাল, সায়েন্টিফিক এন্ড কালচারাল অর্গানাইজেশন (আইসেক্সো)'র অন্যতম সদস্য বাংলাদেশ। উক্ত সংস্থায় নিম্নোক্ত বিভিন্ন পদে নিয়োগের জন্য দরখাস্ত আহ্বান করা হয়েছেঃ

- ক. Specialist in New technology,
- খ. Specialist in Renewable Energy
- গ. Specialist in Genetic Engineering
- ঘ. Specialist in Literacy
- ঙ. Specialist in Teaching Arabic as a Foreign Language
- চ. Specialist in Higher Education
- ছ. Specialist in University administration
- জ. Specialist in University Relations
- ঝ. Specialist in General Administration
- ঞ. Specialist in Islamic Civilization
- ট. Specialist in Cultural Development
- ঠ. Specialist in Museology and Heritage
- ড. Specialist in Human Resources
- ঢ. Specialist in Strategic Planning
- ণ. Specialist in Administration and International Relations।

প্রার্থীদের প্রয়োজনীয় যোগ্যতা নিম্নরূপঃ

১. সংশ্লিষ্ট বিষয়ে কমপক্ষে মাস্টার্স ডিগ্রী থাকতে হবে
২. পাঁচ (০৫) বছরের চাকুরীর অভিজ্ঞতা থাকতে হবে
৩. আইসেক্সো'র তিনটি ভাষার মধ্যে (আরবী, ইংরেজী ও ফরাসী) কমপক্ষে দুটি ভাষায় দক্ষ হতে হবে
৪. কম্পিউটার চালনায় দক্ষ হতে হবে
৫. বয়স অনূর্ধ্ব ৫৫ হতে হবে

আগ্রহী প্রার্থীগণ আগামী ১০ মার্চ ২০১৫ তারিখের মধ্যে (ইংরেজীতে জীবন বৃত্তান্ত ও শিক্ষাগত যোগ্যতার সনদপত্রসহ) নিম্নোক্ত ঠিকানায় আবেদন করতে পারবেন। উল্লেখ্য যে, আবেদনকারী কোন পদে কর্মরত থাকলে তাকে অবশ্যই যথাযথ কর্তৃপক্ষের মাধ্যমে আবেদন করতে হবে।

আবেদন পাঠানোর ঠিকানাঃ

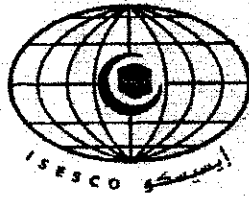
সচিব

বাংলাদেশ ইউনেস্কো জাতীয় কমিশন

১, এশিয়ান হাইওয়ে, পলাশী-নীলক্ষেত, ব্যানবেইস ভবন (৪র্থ তলা), ঢাকা-১২০৫

ফোনঃ ৯৬৭৫০০২

ই-মেইলঃ natcombd@yahoo.com



Required positions

Science Directorate

A- Specialist in new technology

Qualifications:

- University degree in science with a major in new technology (at least Master's degree).
- At least five years of experience in new technology.
- Fluency in at least two working languages of ISESCO.
- Good computer skills.
- Must not exceed 55 of age.

B- Specialist in renewable energy

Qualifications:

- University degree in science with a major in renewable energy (at least Master's degree).
- At least five years of experience in renewable energy.
- Fluency in at least two working languages of ISESCO.
- Good computer skills.
- Must not exceed 55 of age.

C- Specialist in genetic engineering

Qualifications:

- University degree in science with a major in genetic engineering (at least Master's degree).
- At least five years of experience in genetic engineering.
- Fluency in at least two working languages of ISESCO.
- Good computer skills.
- Must not exceed 55 of age.



Education Directorate

A- Specialist in literacy

Qualifications:

- University degree in education with a major in literacy (at least Master's degree).
- At least five years of experience in literacy.
- Fluency in at least two working languages of ISESCO.
- Good computer skills.
- Must not exceed 55 of age.

B- Specialist in teaching Arabic as a foreign language

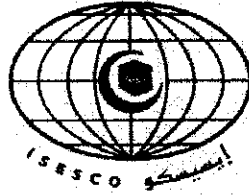
Qualifications:

- University degree in teaching Arabic as a foreign language (at least Master's degree).
- At least five years of experience in teaching Arabic as a foreign language.
- Fluency in at least two working languages of ISESCO.
- Good computer skills.
- Must not exceed 55 of age.

C- Specialist in higher education

Qualifications:

- University degree in higher education (at least Master's degree).
- At least five years of experience in higher education governance.
- Fluency in at least two working languages of ISESCO.
- Good computer skills.
- Must not exceed 55 of age.



Secretariat of the Federation of the Universities of the Islamic World

A- Specialist in university administration

Qualifications:

- University degree in a major closely related to university administration (at least Master's degree).
- At least five years of experience in university administration.
- Fluency in at least two working languages of ISESCO.
- Good computer skills.
- Must not exceed 55 of age.

B- Specialist in university relations

Qualifications:

- University degree in a major closely related to university relations (at least Master's degree).
- At least five years of experience in university relations.
- Fluency in at least two working languages of ISESCO.
- Good computer skills.
- Must not exceed 55 of age.

Directorate of Administrative Affairs

A- Specialist in general administration

Qualifications:

- University degree in administration or management (at least Master's degree).
- At least five years of experience in administrative management.
- Fluency in at least two working languages of ISESCO, including Arabic.
- Good computer skills.
- Must not exceed 55 of age.



Culture and Communication Directorate

A- Specialist in Islamic civilization

Qualifications:

- University degree in Islamic civilization (at least Master's degree).
- At least five years of experience in Islamic civilization.
- Fluency in at least two working languages of ISESCO.
- Good computer skills.
- Must not exceed 55 of age.

B- Specialist in cultural development

Qualifications:

- University degree in a major closely related to culture and more particularly cultural development (at least Master's degree).
- At least five years of experience in a field related to cultural development.
- Fluency in at least two working languages of ISESCO.
- Good computer skills.
- Must not exceed 55 of age.

C- Specialist in museology and heritage

Qualifications:

- University degree in museology and heritage (at least Master's degree).
- At least five years of experience in museology and heritage.
- Fluency in at least two working languages of ISESCO.
- Good computer skills.
- Must not exceed 55 of age.



B- Specialist in human resources

Qualifications:

- University degree in management of human resources (at least Master's degree).
- At least five years of experience in management of personnel affairs.
- Fluency in at least two working languages of ISESCO, including Arabic.
- Good computer skills.
- Must not exceed 55 of age.

Office of the Deputy Director General

A- Specialist in strategic planning

Qualifications:

- University degree in a major closely related to strategic planning (at least Master's degree).
- At least five years of experience in strategic planning.
- Fluency in at least two working languages of ISESCO.
- Good computer skills.
- Must not exceed 55 of age.

Directorate of the Cabinet of the Director General

A- Specialist in administration and international relations

Qualifications:

- University degree in administration and international relations (at least Master's degree).
- At least five years of experience in administration and international relations.
- Fluency in at least two working languages of ISESCO.
- Good computer skills.
- Must not exceed 55 of age.



Salary and Privileges:

- a) Salary: upon appointment, the specialist shall receive a basic monthly salary of **USD 1765.00**.
- b) The selected candidate shall work on a one-year renewable contract basis during which he/she shall be entitled (for non residents) to an airline ticket from his/her country of residence to ISESCO seat country.
- c) The selected candidate shall be entitled to a housing allowance of **USD 294.16**, a transportation allowance of **USD 200.00** and an expatriation allowance (for non-residents) of **USD 353.00**. The selected candidate shall also receive family allowances for his non-working wife (**USD 88**) and for his dependent children (**USD 66** for each child up to five children), provided that they are non-married, under 18, holding no lucrative job, and non-married students not exceeding 25 years of age.