

Institute for Teacher Competency and Excellence (ITCE)
(Affiliated by Queen's University, Kingston, Canada)

Faculty Search

Institute for Teacher Competency and Excellence (ITCE) under the Social Service and Management Trust (SSMT) is asking for applications from the eligible candidates for the position of “**Assistant Professor**” of the institute, which is a fulltime academic position. Details of this position are provided below.

Position: Assistant Professor

Institute for Teacher Competency and Excellence (ITCE)

Location: Dhaka, Bangladesh

Start Date: 01 February 2026, Job Confirmation Date: 30 September 2025.

Application Deadline: 31 August 2025.

Please submit the following in a single email to ssmtrustbd@gmail.com

- Cover Letter
- CV
- Recent Publication Evidence
- Copies of certificates and transcripts of academic and professional degrees
- Name and contact info of two referees

Position: Assistant Professor

Area	National
Criteria/ Qualifications	<ul style="list-style-type: none"> • Must have a bachelor's degree in the field of Education/ ECCD/ Educational Psychology from a standard University • Must have a master's degree in the field of Education/ ECCD/ Educational Psychology from an international University • Having M.Phil/PhD degree in education would be an added expertise • Must have experience in teaching at universities/tertiary level of education for at least 05 years, in which at least 02 years as an assistant professor/senior lecturer. • Must be a Bangladeshi nationality • Must have experience in educational programs/project conduction, preferably in teacher training institutes or donor-supported educational projects.

ITCE, SSMT House 12, Road 5, Baridhara, Block-J, Dhaka 1212, Bangladesh
E-mail: info@itcebd.com; website: <https://www.itcebd.com>; Cell Phone: +880-1345734337

Post-graduate Certificate in Education

	<ul style="list-style-type: none"> • Must have research experiences and publications in recognized peer reviewed journals • Must have experience in collaboration with government, NGOs, or international academic bodies. • Familiarity with project-based coordination in international settings (e.g., World Bank, ADB, UN, INGO) is a strong asset. • Must have experience in curriculum development and professional development programmes • Must have experience in various administrative, professional membership and leadership positions • Must be fluent in English communication (must provide 02 recent writing sample/publications as the first author) • Work full-time for at least two years with the institute.
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Job Descriptions for the Assistant Professor/Senior Lecturer

The Assistant Professor/Senior Lecturer serves as the mid-level academic staff, working in close partnership with the Director & Deputy Director. This role is pivotal in operationalizing the institute's academic mission, leading national faculty, aligning programs with local regulatory frameworks, and fostering excellence in teacher education and professional development.

Reporting to: Director through Deputy Director **Location:** Dhaka, Bangladesh **Contract Duration:** Full-time position, minimum commitment of 2 years

★ Key Responsibilities

◆ Academic Operations & Program Leadership

- Coordinate and participate in the **Academic Committee meetings**, ensuring smooth communication and implementation of decisions
- Contribute to the execution of **degree programs, teacher training, and CPD modules** in alignment with strategic goals
- Support curriculum planning, review, and innovation in collaboration with faculty and academic departments

◆ Faculty & Human Resource Management

- Mentor and support faculty in research, assessment, and pedagogical improvement

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- Act as liaison between the academic staff and senior management
- Conduct research and contribute to fund raising

◆ **Administrative Coordination**

- Facilitate the day-to-day administration of core units including registrar, assessment, student welfare, and finance
- Contribute to institutional reporting, budgeting, and policy enforcement in collaboration with the Treasurer and Registrar
- Lead the development and maintenance of standard operating procedures and reporting frameworks

◆ **Outreach, Stakeholder Engagement & Fundraising**

- Represent the institute in academic events, national forums, and policy platforms within Bangladesh
- Promote the institute's visibility and commitment to educational reform and teacher leadership at the national level

Additional Expectations

- Collaborate closely with the Director & Deputy Director and other faculty members to align national and international objectives
- Actively participate in research supervision, curriculum design, and institutional development
- Demonstrate crisis management, conflict resolution, and inclusive decision-making skills