

**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 “**Associate Professor**” of the institute, which is a fulltime academic position. Details of this position are provided below.

**Position: Associate 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](mailto: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: Associate Professor**

Area	National
Criteria/ Qualifications	<ul style="list-style-type: none"> <li>• Must have a PhD/M. Phil (or Equivalent) in the field of Education, preferably in teacher education from an international standard University</li> <li>• Having master's and bachelor's degrees in education from an international university would be and added expertise</li> <li>• Must be a Bangladeshi nationality</li> <li>• Must have experience in teaching at universities/tertiary level of education for at least 12 years, in which at least 02 years as an associate professor.</li> <li>• Must have research experiences and publications in high impact peer reviewed international journals</li> <li>• Must have experience in collaboration with government, UN, NGOs, or international academic bodies.</li> </ul>

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

*Post-graduate Certificate in Education*

	<ul style="list-style-type: none"> <li>• Must have experience in curriculum development and professional development programmes</li> <li>• Must have Student research supervision and assessment experiences</li> <li>• Must have experience in various, professional membership and leadership positions</li> <li>• Must have a track record in grant writing and leading funded research projects.</li> <li>• Must be fluent in English communication (must provide 05 recent writing sample/publications as the first author)</li> <li>• Work full-time for at least three years with the institute.</li> </ul>
--	--

### Job Descriptions for the Associate Professor Position

The Associate Professor serves as an academic leader, 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 **Location:** Dhaka, Bangladesh **Contract Duration:** Full-time position, minimum commitment of 3 years

### Key Responsibilities

#### Academic Operations

- Facilitate the **Academic Council** and **Academic Committee**, ensuring smooth communication and implementation of decisions
- Support 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
- Act as liaison between the academic staff and senior management

#### Institutional Governance & Policy

- Support the implementation of institutional policies, quality assurance systems, and academic regulations
- Manage compliance with national higher education standards and liaise with local accreditation or regulatory authorities

#### Administrative Coordination

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

*Post-graduate Certificate in Education*

- 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
- Contribute to the development and maintenance of standard operating procedures and reporting frameworks

#### ◆ **Outreach, Stakeholder Engagement & Fundraising**

- Facilitate partnerships with national government bodies, educational NGOs, and teacher training institutions
- Promote the institute's visibility and commitment to educational reform and teacher leadership at the national level
- Initiate and contribute to fundraising activities and create opportunities of funding collaborations through various networking and idea-generations

#### ◆ **Academic Quality & Impact**

- Encourage evidence-based teaching and reflective practices among faculty
- Assist in benchmarking national academic performance to international standards

#### ▮ **Additional Expectations**

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