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

Recruitment Circular

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 **"Programme Coordinator"** of the institute, which is a fulltime position. Details of this position are provided below.

Position: Programme Coordinator

Institute for Teacher Competency and Excellence (ITCE)

Location: Dhaka, Bangladesh

Start Date: 15 October 2025, Job Confirmation Date: 15 September 2025.

Application Deadline: 31 August 2025.

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

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

Position: Programme Coordinator

Area	National
Criteria/ Qualifications	- Master's degree in Education/Management/Social Sciences (international university preferred). - Bachelor's in relevant discipline. - Experience in project coordination/academic programme management. - Experience working with Govt./NGOs/International development partners. - Proven skills in communication, networking, and stakeholder engagement. - Strong English proficiency (oral & written). - Ability to work under pressure and meet deadlines. - Demonstrated leadership, problem-solving, and teamwork skills. - Familiarity with project-based coordination (World Bank, ADB, UN, INGO preferred).

Post-graduate Certificate in Education

Affiliated with Queen's UNIVERSITY

	• Commitment to work full-time for 2 years.
	• Work full-time for at least two years with the institute.

Job Descriptions for the Programme Coordinator

As part of the Administrative Wing, the Programme coordinator will provide operational and logistical support for academics, administration, accounts, student affairs, faculty coordination, and other related assigned tasks. The programme coordinator will report to the registrar of the institute. The role will also involve collaborating with various departments to enhance the overall educational experience for both students and faculty. Additionally, the Programme coordinator will play a key part in implementing new initiatives aimed at improving administrative efficiency and student engagement. The role is ideal for candidates with a strong background in managing education programmes and international collaboration frameworks.

Reporting to: Director through Head of Admin Wing

Location: Dhaka, Bangladesh **Contract Duration:** Full-time position, minimum commitment of 2 years

📌 Key Responsibilities

Job Responsibilities:
- Assist the registrar/deputy registrar/assistant registrar in institutional documentation, academic scheduling, and inter-departmental, administrative and accounts coordination.
- Manage the administrative processes related to training, capacity-building, and compliance reporting.
- Coordinate with national and international stakeholders, supporting cross-sector initiatives.
- Maintain and store digital and physical records of faculty development programmes, certifications, academic data and other institutional data.
- Support the organisation of technical workshops, trainings, and research dissemination events.
- Facilitate quality assurance documentation and internal audits.
- Support ICT, logistics, and student services under the Registrar's guidance.

Additional Requirements:
- Excellent command over Bangla and English (written and spoken); knowledge of local dialects or cultural contexts is a bonus.
- Excellent interpersonal and organisational skills with attention to diversity and inclusion.

- Familiarity with creative industries, participatory methods, or donor-funded project documentation is preferred.
- Comfortable working with digital tools and developing visual or audio-archival formats.
- Proficiency in MS Office Suite, email, and data entry systems.
- Ability to multitask and work under pressure.
- Knowledge of digital school operations will be an added advantage.