

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 **“Director & Chief of Programme”** of the institute, which is a fulltime academic position. Details of this position are provided below.

Position: Director & Chief of Programme

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
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Position: Director & Chief of Programme

Area	National
Criteria/ Qualifications	<ul style="list-style-type: none"> • Must have a PhD in the field of Education, preferably in teacher education from an international standard University • Having master's and bachelor's degrees in education along with the PhD would be an added expertise • Must be a Bangladeshi nationality • Must have experience in teaching at universities/tertiary level of education for at least 20 years, in which at least 08 years as a professor. • Must have significant amount of research experiences and publications in high impact peer reviewed international journals

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 editorial experiences in journal, book and/or other relevant publications. • Must have experience in collaboration with government, NGOs, or international academic bodies. • Must have significant experience in curriculum development and professional development programmes • Must have Student research supervision and assessment experiences • Must have experience in various administrative, professional membership and leadership positions • Must have a track record in grant writing and leading funded research projects. • Must be fluent in English communication (must provide 05 recent writing sample/publications as the first author) • Work full-time for at least three years with the institute.
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Job Descriptions (Director & Chief of Programme)

Position Overview

The Director & Chief of Programme is the academic and administrative head of the Institute, responsible for shaping its strategic direction, institutional culture, and international reputation. This position will provide visionary leadership for teaching, research, faculty development, and global partnerships while upholding the highest standards of academic excellence and integrity.

Reporting to: Board of Governors **Location:** Dhaka, Bangladesh **Contract Duration:** Full-time position, minimum commitment of 3 years


Key Responsibilities

Strategic Leadership

- Lead the development and execution of institutional strategic plans aligned with global best practices in teacher education
- Cultivate an inclusive, innovative, and research-focused academic environment
- Strengthen international collaborations, including oversight of the MoU with Queen's University, Canada

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UNIVERSITY

◆ Academic Oversight

- Chair the **Academic Council** and **Academic Committee**, fostering data-informed decisions on curriculum, assessment, and quality assurance
- Guide the development and implementation of degree programs, teacher training modules, and CPD offerings
- Provide leadership in curriculum innovation, research supervision, and academic policy formation

◆ Administrative Management

- Oversee daily operations in collaboration with the Deputy Director & Vice-President (National)
- Coordinate departments such as assessment, registrar, student services, and quality assurance
- Manage institutional reporting, policy implementation, and budget planning with the Treasurer

◆ Research & Publications

- Foster a vibrant research culture by mentoring faculty, encouraging interdisciplinary inquiry, and attracting external funding
- Lead and participate in high-quality research publications and academic dissemination
- Strengthening the Institute's presence in international academic circles through editorial contributions and conference engagements

◆ Faculty & Staff Development

- Supervise and support faculty recruitment, onboarding, mentoring, and evaluation
- Initiate professional development frameworks for academic and administrative staff
- Promote a culture of reflective teaching, innovation, and ethical leadership

◆ External Relations, Fund Raising & Public Engagement

- Represent the Institute in engagements with government, NGOs, educational consortia, and international accreditation bodies
- Advocate for progressive education policy and reform in regional and global forums
- Enhance institutional visibility through outreach, media interaction, and academic diplomacy
- Initiate and contribute to fundraising activities and create opportunities of funding collaborations through various networking and idea-generations

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◆ Governance & Compliance

- Ensure institutional compliance with national and international regulatory standards
- Report regularly to the Board of Trustees on institutional performance and strategic priorities
- Uphold academic integrity, inclusivity, sustainability in institutional decision-making

▮ Additional Expectations

- Reside in Bangladesh during the full term of employment and serve on-site
- Work in collaboration with academic leadership, including the Deputy Director, Council chairs, and administrative heads

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