

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 “**Head of Assessment**” of the institute, which is a contractual position. Details of this position are provided below.

Position: Head of Assessment

Institute for Teacher Competency and Excellence (ITCE)

Location: Dhaka, Bangladesh

Start Date: 01 May 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
- Copies of certificates and transcripts of academic and professional degrees
- Name and contact info of two referees

Position: Head of Assessment

Area	National
Criteria/ Qualifications	<ul style="list-style-type: none"> • Must have a bachelor's degree in Education/Science/Social Science/ Educational Measurement & Evaluation or a relevant discipline • Must have master's degree in Education/Science/Social Science/ Educational Measurement & Evaluation or a relevant discipline • Must have Advanced Training qualifications in Education Assessment or Quality Assurance. • Must have 10 years' experience in Educational Assessment. • Having M.Phil/PhD degree in education would be an added expertise • Must have minimum 18 years' experience in academic positions equivalent to the qualification of a professor.

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

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| | <ul style="list-style-type: none"> • Prior experience in examination boards, regulatory bodies, or academic testing institutions will be preferred. • Must be a Bangladeshi nationality • Must have experience in collaboration with government, NGOs, or international academic bodies. • Must have strong understanding of national and international assessment frameworks. • Must have familiarity with digital examination tools and secure online evaluation systems. • Must have excellent analytical, leadership, and problem-solving skills. • Must have high level of integrity, discretion, and ethical standards. • Work contractual for at least two years with the institute. |
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Job Descriptions for the Head of Assessment

The Assessment Wing is led by the Head of Assessment, responsible for ensuring fair and standardized academic evaluation. This position is exclusively dedicated to assessment activities and are not involved in any teaching or learning responsibilities.

Reporting to: Director, **Location:** Dhaka, Bangladesh **Contract Duration:** Contractual position, **Contract Hours:** 32 Hours Weekly, **Minimum commitment** of 2 years

Key Responsibilities:

- Lead the planning, coordination, and implementation of all institutional assessment and examination policies.
- Ensure timely and accurate administration of internal and external examinations.
- Supervise the evaluation process and maintain standardization and integrity in assessment outcomes.
- Monitor compliance with national assessment standards and propose revisions to existing examination regulations.
- Oversee the publication of results and manage procedures for grade appeals, retakes, and examination irregularities.
- Coordinate with academic departments to ensure alignment of assessments with curriculum objectives.
- Ensure confidentiality and security of assessment materials and results.
- Design and review institutional policies for formative and summative assessments, including digital assessments.
- Develop training programs for assessment personnel and invigilators.