

Post Name: Director Academic

Vacancy: 01

Employment Status: Contractual (Full-time)

Job Context:


The Military Institute of Science and Technology (MIST) is seeking a visionary and experienced professional to serve as **Director Academic**. This is a senior leadership position responsible for overseeing the academic planning, curriculum development, faculty coordination, and student academic affairs at MIST. The Director Academic will play a critical role in ensuring the highest academic standards, promoting innovative teaching practices, and enhancing the student learning experience in alignment with MIST's strategic goals.

Key Responsibilities:

- Lead academic planning and curriculum development across all departments.
- Supervise faculty performance, professional development, and evaluation processes.
- Ensure the quality and consistency of academic programs in accordance with international standards.
- Oversee the student academic advisory system, including mentorship and support services.
- Coordinate with department heads to align teaching and assessment practices.
- Manage academic events such as seminars, workshops, and student recognition programs.
- Represent MIST at national and international academic forums.
- Develop and implement academic policies in collaboration with the leadership team.
- Maintain regular communication with students, faculty, and staff to promote academic excellence.
- Prepare and manage the academic budget, including resource allocation and utilization.
- Organize academic board meetings, including Academic Council, Deans Committee, and CASR meetings, and writing of resolutions and monitoring their implementation.

Qualifications & Experience:

- An MSc in engineering discipline from a public university.
- Minimum of 10 years of experience in administration, including at least 2 years in a senior academic leadership role (e.g., Dean, Director, or Head of Department).


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- Proven track record in curriculum design, faculty management, and academic program development.
- Strong understanding of higher education policies, including UGC and accreditation standards.
- Excellent leadership, communication, and interpersonal skills.
- Proficiency in English and Bangla, with strong report writing and presentation skills.
- Age limit: Maximum 55 years (may be relaxed for exceptionally qualified candidates).

Application Process:

Interested candidates are requested to submit their CV, and cover letter through email: office@hq.mist.ac.bd by **[25 May 25]**. Only shortlisted candidates will be contacted for an interview.