

## Chief Instructor-Textile Technology

Application Deadline: **19 Mar 2025**[Apply Now](#)[★ Shortlist](#)

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Requirements

Responsibilities

Skills &amp; Expertise

Salary &amp; Benefits

Company Information



### Summary

Vacancy: 1

Salary: **Tk. 25000 - 30000 (Monthly)**Age: **27 to 40 years**Experience: **At least 3 years**Location: **Dhaka (Mirpur 14)**Published: **17 Feb 2025**Applicants are encouraged to submit **Video CV**.To access Application Insights [Get Bdjobs Pro](#)

### Requirements

#### Education

- Bachelor of Science (BSc) in Textile Technology

#### Experience

- At least 3 years
- The applicants should have experience in the following business area(s):  
University, College, Training Institutes

#### Additional Requirements

- Age 27 to 40 years
- Experienced person in relevant sector will get preference.

- Strong computer skills.
- Fluency in oral and written English.
- Competent in office administration.
- Excellent interpersonal and public relations skills.
- Excellent organizational skills.
- Excellent communication and listening abilities.
- Should have leadership, organizational, time management and multitasking abilities.
- Experience in Relevant sector including Polytechnic institutes, College & University.

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## Responsibilities & Context

SAIC Group is looking for a **Chief Instructor (Textile)** for Diploma Engineering courses under Bangladesh Technological Educational Board (BTEB). The role of the **Chief Instructor** will be to provide leadership, direction, and coordination. The Chief Instructor main focus should be to develop and maintain effective educational programs within his/her Department and to promote the improvement of teaching and learning. Teaching Experience are highly encouraged to apply.

- Coordinate and guide the Teachers of his/her own department
- Prepare the teacher load distribution, Class distribution and Routine preparation as per the institute policies
- Supervise the section in-charge to set up the Exam Routine Prepare the Lesson Plan according to the Syllabus
- Arrange student industrial Tour Make sure that Teachers take classes properly, regularly, and timely
- Maintain all Registers (Attendance Register, Record Register, Lesson Plan Register, Notice Register, etc.)

- Counsel to the Guardians/ Parents as and when required
- Organize different Annual Programs (like Science Fair, Cultural Program, Sports Competition, Annual picnic, Debate Programs, etc.)
- Take initiative, whenever, it is necessary in order to uphold the image of the InstitutionT
- ake initiatives against any sort of disciplined activities by any of the subordinates or students
- Supervise the Teacher - Parents meeting and Result Day
- Prepare class monitoring schedule as per monitoring tools
- Prepare TNA (Training Need Analysis) and conduct training
- Making sure the student attachment with renowned company
- Any other duties assigned time to time

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### Skills & Expertise

Classroom management

Classroom organization

Good presentation skill

Routine Management

Teaching/ Training

TOT (Training of Teachers)

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### Compensation & Other Benefits

- Mobile bill, T/A
- Salary Review: Yearly
- Festival Bonus: 2

As per company policy

## Workplace

Work at office

## Employment Status

Full Time

## Gender

Only Male

## Job Location

Dhaka (Mirpur 14)

## Company Information

SAIC GROUP

### Address:

Saic Tower 2, Plot- M/3, Section - 14, Mirpur, Dhaka 1216

### Business:

About Saic Group:

Established in 2002, Saic Group is the largest Technical and Medical Health Allied Group in the country, bridging Technical and Medical Education to ensure quality learning and practical education. Serving as the nation's premier educational institution, Saic Group is dedicated to cultivating global citizens and future leaders. Our extensive network includes a Medical Bachelor Degree College (Under Dhaka University) in Dhaka, an Agricultural College (Under Rajshahi University) in Dinajpur, and four B.Sc. Nursing Colleges in Dhaka, Bogura, Jamalpur, and Dinajpur. Additionally, we operate five Polytechnic Institutes, one Marine Institute, six Nursing Institutes, one Nursing College, six Diploma Medical Institutes, six Institutes of Health and Technology, six Medical Assistant Training Schools (MATS) under Dhaka University, one B.Sc. Medical Institute in Dhaka under the National University, and six Teachers Training Colleges. Saic Group also encompasses Saic General Hospital, a seventy-seated specialized hospital in Bogura, and a Digital Diagnostic Lab in Dhaka. With nearly one thousand dedicated administrative and academic staff members, we currently serve approximately fifteen thousand students across our various institutions, striving to provide exceptional education and healthcare services to our community. Join us in shaping the future of education and healthcare in Bangladesh.

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