



WORLD UNIVERSITY OF BANGLADESH

UGC & Govt. Approved

A University for Quality & Utilitarian Education

DEPARTMENT OF EDUCATION AND RESEARCH JOB DESCRIPTION & PERSON SPECIFICATION FOR LECTURER

1. JOB INFORMATION

Post Title: LECTURER (B.Ed. & M.Ed. Programs)

Mode: Full Time

Ref No: WUB/DER/LEC/2026(001)

2. JOB DESCRIPTION

Main Duties and Responsibilities

- To take responsibility for the development and delivery of learning, teaching materials, and assessment.
- To ensure that students have an effective learning experience by providing high quality academic guidance.
- To undertake professional development in support of teaching and applied research, and if appropriate in support of student welfare and curriculum management.

Beside these the candidate is required to:

- Maintain academic discipline, performance monitoring of junior teachers, maintain students' records in the University management system, and serve as a member of thesis defense panels and thesis supervision committees.
- Prepare and modify the course syllabus and course outlines.
- Conduct research in different areas and publish findings in scholarly journals.
- Perform academic administration and other activities as required, including examination proctoring, viva conducting, registration duty, etc.
- Meet with and report activities to the Vice-Chancellor/President of the University/Top Management.
- Assess students, including setting and marking assignments, class tests, term papers/project works.
- Undertake any other duties as determined by the University Management and the Vice Chancellor.

AND such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

Supervision Given: Teaching Assistant, Graduate Assistant, Instructors, and Research Associates as appropriate.

Salary Range: BDT. 30,574/- – BDT. 44,939/- per month.

3. PERSON SPECIFICATION FOR LECTURER

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education / Qualifications	Must have a Master's Degree in Education or a Master's Degree in another relevant subject with B.Ed./Diploma in Education from a recognized University.	Research and relevant publications. PhD candidates are preferred.
Teaching Experience	Must have 3 years of teaching experience.	Evidence of communication to the wider student experience, e.g. in employability/enterprise initiatives and student welfare.
Job Related Skills and Capabilities	Ability to work independently, to take the initiative, and to innovate; ability to identify and secure opportunities for development of the Department/University. Good organizational and management skills. Suitable level of proficiency in ICT and understanding of its application to teaching, learning and applied research.	Evidence of successful external network.
Interpersonal Skills	Effective oral and written communication skills in both individual and group situations. Ability to lead and work as a member of a team or group. Ability to relate to students with diverse backgrounds, ages and experience.	Competence in more than one language.
Other Requirements	Willing to undertake academic activities in the evening when necessary. Willingness to travel abroad to undertake academic and related activities.	

4. INSTRUCTIONS

For further information, please send your enquiries to the **Mr. Pronab Roy** at pronab.roy@wub.edu.bd.

An online application form must be filled in at <http://jobs.wub.edu.bd>