



## Ispahani Islamia Eye Institute and Hospital Bangladesh

*A Not for Profit Organization*

Ispahani Islamia Eye Institute and Hospital (IIEI&H) has been known for about 65 years and is the largest multispecialty eye hospital in Bangladesh. The emphasis is on quality eyecare for all socio-economic sections of the society. We are committed to deliver our best quality eye healthcare through a competent and passionate professional team at an affordable cost to the optimal satisfaction of our patients. We ensure continuous quality improvement by perusing research and constant endeavor.

We are currently looking for an energetic, dynamic and enthusiastic person for the following position:

### **Registrar, Education Department and Medical Services Department**

#### **Major Responsibilities:**

- Conduct practical demonstrations and tutorial classes for Residents, Postgraduate Students (DO, FCPS), and RMOs.
- Prepare schedules for classes and clinical placements.
- Organize and conduct periodic assessment exams; prepare reports for the Education Department.
- Monitor student attendance in lectures and clinical placements (GOPD, sub-specialty departments, OT, etc.), and maintain leave records.
- Coordinate arrangements for classes conducted by visiting professors from other institutions.
- Review logbooks at regular intervals.
- Facilitate MOCK tests and block exams (e.g., patient collection, preparation of OSPE stations).
- Support Wet Lab training: assist RMOs, Students, and new SICS trainees in microscope orientation and basic surgical steps.
- Collaborate with other institutes (e.g., BSMMU, NIOH).
- Provide counseling to students/trainees as needed.
- Undertake other academic tasks as advised by the Director of Education or Deputy Directors of the Education Department.
- **Routine Responsibilities under the Medical Services Department (in collaboration with the Education Department):**
  - Attend patients of General Ophthalmology
  - Perform common surgeries, including cataract surgery as permitted following evaluation and monitoring by MSD

#### **The Ideal Candidate Should Have:**

##### **Education & Aptitude**

- Recently completed **FCPS / MS in Ophthalmology** or an equivalent degree (within the last 2 years).

##### **Preferred Skills & Expertise**

- Strong oral and written communication skills.
- Demonstrated ability in teaching medical students.
- Proficiency in ICT, including: PowerPoint presentations, Excel-based work, Clinical photography, Clinical video recording and editing
- Fluency in English.

##### **Job Location**

- Dhaka

##### **Salary**

- As per IIEI&H's Pay Scale

### **Compensation & other benefits**

- Competitive Pay Structure
- 02 (two) Festival Bonus
- Contributory Provident Fund (CPF)
- Gratuity
- Annual Leave Encashment Sick Leave Encashment
- Paid Maternity Leave for the female employee
- Free Pathology & Microbiology Tests
- Baishakhi Allowance
- Welfare Fund (Medical Claims, Life Coverage, etc.)
- Other facilities and benefits as per hospital policy

### **Application Procedure:**

Interested candidates who fulfill the above requirements are requested to **Apply Online** or send their application with updated CVs to **Human Resources Department, Ispahani Islamia Eye Institute & Hospital, Farmgate, Dhaka-1215** on or before **November 20, 2025**. Please mention the title of the position applied for on the top of the envelope or in subject line.

*Ispahani Islamia Eye Institute & Hospital is an equal opportunity employer and all are encouraged to apply for the position. Any attempt to influence the recruitment process shall disqualify the candidate. Only short-listed candidates will be called for selection tests.*