

Government of the People's Republic of Bangladesh  
Skills Development Coordination and Monitoring Unit (SDCMU)  
**Skills for Employment Investment Program (SEIP) Project**  
Finance Division, Ministry of Finance  
Probashi Kallyan Bhaban (15th Floor)  
71-72 Eskaton Garden, Ramna, Dhaka-1000.  
[www.seip-fd.gov.bd](http://www.seip-fd.gov.bd)

No. SEIP/EOI/37/(Part-2)/2018/1703

Date: 22 October 2018

**Invitation for Expression of Interest**

Title of the Project : Loan 3131-BAN: Skills for Employment Investment Program,  
Skills Development Coordination and Monitoring Unit (SDCMU)  
Executive Agency : Finance Division, Ministry of Finance

**A. Project Background:**

Finance Division, Ministry of Finance of the Government of Bangladesh is implementing the Skills for Employment Investment Program (SEIP) with financial assistance from the Asian Development Bank (ADB) and Swiss Agency for Development and Cooperation (SDC) which is developing workforce equipped with contemporary technical skills and knowledge through vocational training by establishing a mechanism to facilitate collaboration between training institutes and industries which would optimize the utilization of available human resources.

The Skills Development Coordination and Monitoring Unit (SDCMU) has been established under the Finance Division, Ministry of Finance to serve as the Program Management Unit (PMU) of the SEIP. The following officer will be appointed in the SDCMU on competitive basis. The location of the assignments, qualifications and required experiences are as follows:

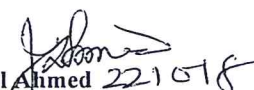
**B. Assignment Location:**

Dhaka, Bangladesh, with frequent travel requirements to different districts and training institutes outside Dhaka as and when required.

**C. Detailed Qualifications, Experiences and Responsibilities:**

Position	No.	Minimum Qualification	Minimum General Experience	Responsibilities
Assistant Executive Project Director (Private)	1	Deputy Secretary/ Senior Assistant Secretary Level Official of the Government.	<ul style="list-style-type: none"><li>• Must have computer literacy and communication skills;</li><li>• Have experience in relevant fields;</li><li>• At least 15 years' experience in civil service.</li></ul>	<ul style="list-style-type: none"><li>• Assist the Executive Project Director and Deputy Executive Project Directors in the implementation of the project;</li><li>• Any other task assigned by the Executive Project Director in relevance to effective project implementation.</li></ul>

Interested candidates are requested to send their CVs to the above address latest by 15 November 2018. Only short-listed candidate will be notified for interview.

  
Jalal Ahmed 22/10/18  
Additional Secretary and  
Executive Project Director (EPD)  
Skills for Employment Investment Program (SEIP) Project  
Finance Division, Ministry of Finance