

Recruitment Notice of BTMA-SEIP

Bangladesh Textile Mills Association (**BTMA**) is implementing a project, namely “**Skills for Employment Improvement Program (SEIP)**” jointly funded by the Government of Bangladesh and the Asian development Bank-ADB and under the supervision of the Finance Division, Ministry of Finance BTMA-SEIP Project Implementation Unit (PIU) is going to appoint the following positions as an urgent basis of which details are as follows:

Administrative Officer (AO)

About the Job: We are looking for an Admin Officer to join our team and support the day-to-day activities of our Human Resources department. Admin Officer’s Responsibilities include processing employee data, updating organizational policies and assisting in the hiring process. To be successful in this role, you should have solid organizational skills and be familiar with HR functions. Ultimately, you will make sure all HR operations run smoothly. In addition, he/she will be responsible for preparing and maintaining the database of all PIU staff.

He/she will (a) Maintaining physical and digital personnel records like employment contracts, leave register, daily attendance etc. as required. (b) Update internal databases with new information (c) Create and distribute guidelines and FAQ documents about the project. (d) Gather payroll data like bank accounts, working days etc. (e) Publish and remove job ads (f) Schedule job interviews and contact candidates as needed (g) Prepare reports and presentations on HR-related metrics (h) Respond to employees’ questions about benefits.

Educational qualification: Candidates must have a Master’s degree from a reputed university. This may be relaxed in case of extra ordinary qualification and / or experience.

Requirements

- **Computer literacy is a must.**
- Minimum 02 (Two) years’ Work experience as an HR & Admin Officer or similar position
- Familiarity with Human Resources Information Systems (HRIS)
- Organizational skills
- Good verbal and written communication skills
- Diploma in Human Resources Management or relevant field will be treated as an advantage.
- Age: Maximum 35 years

Special note:

- Female candidates / candidates from any ethnic minority are especially encouraged to apply.
- This position may require to visit fields outside of Dhaka.

Salary per month:

- 45,000/= per month consolidated.

Assistant Coordinator- Training (ACOT)

We are looking for an **Assistant Coordinator- Training (01)** to join our team and support the day-to-day of our Training Institute-TI / Textile Factory level training program.

The nature of the Assistant Coordinator- Training role is industry-specific:

- To conduct needs assessment studies and design and expand training programs based on the needs of the **Textile sector**.
- To work in a team to produce programs that are satisfactory to all relevant parties.
- To consider the costs of planned programs and keep within budgets as assessing the return on investment of any training or development program is becoming increasingly important
- To monitor and review the progress of trainees through questionnaires and discussions with Training Institute-TI / Textile Factory level.
- To amend and revise training curriculum as necessary, in order to adapt to changes occurring in the work environment.
- To keep up to date with developments in training by reading relevant journals, going to meetings and attending relevant courses
- To research for new technologies and methodologies in workplace learning and present this research.
- **The candidate will have to visit training venues / textile mills / factory level frequently and develop intimate relationship with factory personnel to outsource the training.**
- To maintain regular coordination & Liaison with trainers at factory / training institute level to facilitate training properly.
- To prepare, organize orientation training /meetings/ seminars etc. for the partners.
- Will assist, cooperate and support all concern to achieve the project goals.

Educational qualification:

- **B.Sc. in Textile Engineering from any recognized public / private university.** Diploma in Textile Engineering with minimum 7 (seven) years direct working experience in as similar position with any NGOs/ Textile sector also may apply for the position.
- Computer literacy is a must requirement.
- Minimum 02 (Two) years' Work experience as a Training Officer in Textile sector or similar role.
- Clear understanding of CS, CBLM, T-Vet etc.
- Good verbal and written communication skills
- Age: Maximum 35 years

Special note:

- Female candidates / candidates from any ethnic minority are highly encouraged to apply.
- This position will require to frequently visit fields outside of Dhaka regularly.
- Have an understanding of e-learning techniques, and where relevant, be involved

Salary per month:

- **50,000/= per month consolidated.**

Interested candidates are requested to submit their applications by Saturday, 08.12.2018 05:00pm to:

1. Please visit our website to apply: career.btmaseip.org.bd Or send your application:
2. To The President BTMA, **Attention:** Chief Coordinator, BTMA SEIP Project, Level: 08, UTC Bhaban, Plot: 08, Panthapath (east), Karwan Bazar, Dhaka: jobs@btmaseip.org.bd