



VACANCY ANNOUNCEMENT



BGMEA-SEIP is now looking for filling up the following 02 vacant positions for its Project Implementation Unit (PIU) at Dhaka:

Coordinator (Finance & Procurement): 01

Job Description / Responsibility:

- Monitor Accounts and Finance operations of the BGMEA-SEIP Project.
- Provide timely and accurate analysis of Budgets, Financial Reports to the Management
- Meet Official Account & statutory Auditing requirements including internal audit by implementing functional systems, monitoring.
- Ensure proper completion and compliance of TAX & VAT related works of the Project.
- Prepare annual report and other Management information reports to be presented in PSC Meetings and Audit Teams.
- Organize, manage and integrate sound financial policies and procedures throughout the Project.
- Visit Training center to conduct internal audit and to resolve Training center related problems.
- Develop and update the internal operational policy and procedures in Accounts
- Review the accounting documentations, reports, data, flowcharts etc.
- Coordinate with regulators and external auditors on all audit issues
- Any other job as assigned by Management

Qualification & Experience Requirements

- Masters in Accounting/MBA in Finance with five years working experience or Bachelor degree with Seven years working experience in managing Finance & Procurement.
- Prior experience of working in a Govt project in similar position will be considered as an added advantage.

Coordinator Training & Monitoring (Management & Up Skill): 01

Job Description / Responsibility:

- Plan and coordinate Management Training activities (New entrants & Up skill).
- Closely monitor the training programs from selecting factories, selecting trainees, enrollment, certification and job placement and retention up to 06 months for management training program.
- Submit monthly, quarterly and annual progress reports to the Respective management.
- Participate actively in training/ monitoring meetings organized by Project.
- Visit Training center to conduct internal audit and to resolve Training center related problems.
- Coordinate with regulators and external auditors on all audit issues
- Any other job as assigned by Management

Qualification & Experience Requirements

- Masters in any discipline with five years working experience or Bachelor degree with Seven years working experience.
- Prior experience of working in a Govt project in similar position will be considered as an added advantage.

Employment Status: Full-time (up to Project period)

Salary Compensation & Other Benefits: Negotiable

The interested candidates should send their application through email or hard copy to the following address along with their recent photograph and photocopies of all academic & experience certificates **by 28 March 2019:**

HR & Admin, BGMEA-SEIP, 5th Floor, House No 106, Road 12. Banani, Dhaka1213.

E-mail: md.sayedulkabir@gmail.com

NB. Those who have submitted their application for same position earlier, need not to re-send their CVs.