

Government of the People's Republic of Bangladesh  
Finance Division, Ministry of Finance  
Skills Development Coordination and Monitoring Unit (SDCMU)  
**Skills for Employment Investment Program (SEIP) Project**  
Probashi Kallyan Bhaban (Level-16)  
71-72 Eskaton Garden, Ramna, Dhaka-1000.  
[www.seip-fd.gov.bd](http://www.seip-fd.gov.bd)

No. SEIP/Eol/37(Part-3)/2018/144

Date: 20 January 2020

### Invitation for Expression of Interest

Title of the Project : Loan 3468-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 consultant 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.	Qualification	Experience	Responsibilities
Audit Specialist	1	Chartered Accountant/ Master's degree in any discipline with working experience in relevant field	<ul style="list-style-type: none"> <li>• At least 10 years experience in financial management including audit preferably in foreign aided projects;</li> <li>• Experience in government accounting and auditing activities will be an additional qualification;</li> <li>• Hands-on experience in computerized accounting system;</li> <li>• Strong communication, interpersonal and computer skills;</li> <li>• Ability to impart training to the project staff on financial management system, particularly audit issues;</li> <li>• Any other task assigned by the authority.</li> </ul>	<ul style="list-style-type: none"> <li>• Support the SDCMU in regulating financial and auditing activities;</li> <li>• any other task assigned by the Project Director in relevance to effective project implementation;</li> <li>• support SDCMU to resolve all kind of audit and Fiduciary issues;</li> <li>• prepare the Interim (unaudited) Financial Reports (IFR);</li> <li>• support SDCMU in preparing audit plan, monitor the execution of audit plan and prepare report monthly and quarterly and will submit to EPD;</li> <li>• Support SDCMU in verifying Bill/Voucher/related financial records of SDCMU and IAs/PTIs;</li> <li>• will monitor and support the IAs/PTIs/Training providers to resolve auditing issues raised against them;</li> <li>• the establishment and operationalization of a NHRDF;</li> <li>• keep financial accounts, reports on financial progress, ensure internal control and auditing;</li> <li>• maintain a computerized financial management system;</li> <li>• preparation of annual budget estimates, revised budget and prepare financial plan;</li> <li>• prepare the Interim (unaudited) Financial Reports (IFR);</li> </ul>

Position	No.	Qualification	Experience	Responsibilities
				<ul style="list-style-type: none"> <li>• prepare annual and quarterly cash flow and disbursement forecasts;</li> <li>• ensure internal control through application of appropriate policies and procedures;</li> <li>• maintain computerized records and inventory on fixed assets;</li> <li>• prepare financial statements and other monthly and quarterly reports;</li> <li>• any other task assigned by the Executive Project Director for effective project implementation.</li> </ul>

Interested candidates are requested to send their CVs to the following address latest by 20 February 2020. Only short-listed candidate will be notified.



**Md. Zahidul Haque**  
 Executive Project Director (EPD)  
 (Additional Secretary)  
 Skills for Employment Investment Program (SEIP)  
 Finance Division, Ministry of Finance  
 Probashi Kallyan Bhaban (15th Floor)  
 71-72 Eskaton Garden, Ramna  
 Dhaka-1000.