



Bangladesh Association of Construction Industry (BACI)-Skills for Employment Investment Program (SEIP)-BACI-SEIP Project

Bangladesh Association of Construction Industry (BACI) Web: www.baci-bd.org is a Govt. approved trade organization which represents the construction industry of Bangladesh. BACI was established on 19th December, 1995 as a trade body registered with the Directorate of Trade Organization under the Ministry of Commerce, Govt. of Bangladesh and registered on 25th January, 1996 with the Register of Joint Stock Companies, under The Companies Act, 1994, as a trade organization. BACI is also “A” class member of FBCCI.

BACI is responsible to provide market driven skill training programs including job placement services in the construction sector under the support of Skills for Employment Investment Program (SEIP), Ministry of Finance, Govt. of Bangladesh.

BACI is now looking for filling up the following vacant position for its Project Implementation Unit (PIU) of BACI-SEIP Project.

Name of Post: Coordinator (Finance & Procurement)

No. of Post: 01 (One)

Job Description:

- Ensuring effective accounting and financial management system;
- Maintain documentation in agreed/prescribed formats;
- Prepare documents for internal and external auditing;
- Closely monitor all payments and expenditures;
- Prepare and submit annual work plan and budget;
- Manage and coordinate all procurement and contractual aspects of project-related goods, equipment in accordance with government procurement guidelines;
- Participating in regular meetings organized by the SDCMU related to financial management and procurement.
- Timely implementation of all financial & procurement related activities as planned.

Educational Requirements: Masters/MBA in Accounting/Finance with minimum 07 years of working experience or Bachelor Degree with 15 years working experience in managing finance and accounts.

Job Requirements:

- Computer skill (MS Office and others) for managing his work is mandatory;
- Bengali & English writing skill;
- Being smart, energetic and be able to work under pressure.

Job Type: Contractual

Job Nature: Full-time.

Job Location: Dhaka.

Salary Range: Negotiable

Application Deadline: December 10, 2020.

Apply Instruction: Application with CV & other related documents will have to be submitted to both the following addresses by post or by hand on or before **05.00 PM, December 10, 2020.**

[Note: Applicants who applied previously for this post may also apply again.]

1. BACI-SEIP Project Office, Eastern Elite Center (5th Floor, Lift-6), House No. 50 (Old 741), Road No. 9/A (Old 15), Satmasjid Road, Dhanmondi, Dhaka-1209
2. Skill Development Coordination & Monitoring Unit (SDCMU), Skills for Employment Investment Program (SEIP), Probashi Kallyan Bhaban (Level- 16), 71-72 Old Elephant Road, Eskaton Garden, Dhaka-1000.