

## Recruitment Notice

**SEIP-BAPA Project** is implementing Technical Training Program which is funded by “**Asian Development Bank (ADB)**” and contracting authority is **Ministry of Finance, Government of the People’s Republic of Bangladesh.**

**SEIP-BAPA Project** is responsible for providing market driven skill training programs including job placement services in the Agro Food Sector. SEIP-BAPA Project is now looking for filling up the following vacant positions for its Project Implementation Unit (PIU).

<b>Name of Positions</b>	<b>Number of Post</b>	<b>Qualification</b>
Asst. Coordinator- Finance	01	Master's in Commerce with accounts background and at least 5 years' similar experience in relevant fields
Asst. Coordinator- Monitoring, Evaluation & Trainings	01	Masters in any discipline with at least 5 years working experience in monitoring and evaluation.
Admin & Procurement Officer	01	Masters with at least 5 years' similar experience in the relevant field.
IT & Job Placement Officer	01	Masters in any discipline with at least 5 years' experience in similar job.

(Prescribed CV Format and the details TORs of the positions will be found at [www.seip-bapa.org.bd](http://www.seip-bapa.org.bd) and [www.seip-fd.gov.bd](http://www.seip-fd.gov.bd))

### **Apply Procedure:**

Qualified Candidates are requested to apply with a cover letter mentioning candidate suitability along with prescribed CV format in addressing to **The Chief Coordinator, SEIP-BAPA Project, House # 2/16 (7<sup>th</sup> Floor), Block # B, Lalmatia, Dhaka-1207, Bangladesh.** by post or by hand on or before 05.00 PM, January 10, 2021 and also email to: [recruitment@seip-bapa.org.bd](mailto:recruitment@seip-bapa.org.bd) with CC to: [bapa.seip.recruitment@gmail.com](mailto:bapa.seip.recruitment@gmail.com) and [info@bapabd.org](mailto:info@bapabd.org) with mark the position to the subject line.

Or Apply Online through [www.seip-bapa.org.bd/recruitment](http://www.seip-bapa.org.bd/recruitment).

N.B. Only shortlisted candidates will be notified. Any kind of persuasion will be considered as disqualified. Potential women candidates are strongly encouraged to apply. SEIP-BAPA Project authority holds the right to accept or reject any or all applications without giving any reasons. Photograph must be enclosed with the resume.

# SEIP-BAPA Project

## Basic Job Description

<b>JOB TITLE: Assistant Coordinator- Finance</b>	
<b>Employee Name:</b>	
<b>Location:</b>	<b>Supervisor's Name:</b>

### I. Responsibilities and Tasks:

**The Asst. Coordinator- Finance** will work for effective accounting and financial management system in agreement with the SEIP-SDCMU under the guidance of coordinator. He/she will be responsible for:

- a. Ensure effective accounting and financial management system in agreement with the Skills Development Coordination and Monitoring Unit (SDCMU), Finance Division, Ministry of Finance of Bangladesh.
- b. Administer all project accounting processes including bank reconciliations, accounts payable, payroll, and all related banking activity
- c. Ensure timely input financial transactions into accounting software and print hardcopy of double column cashbooks and general ledgers.
- d. Prepare milestone bill claim using TMS data, check all the relevant data and submit the hardcopy of milestone bill claim to SDCMU-SEIP and track the fund status of training grants.
- e. Good understanding and knowledge on Public Procurement Rules (PPR 2008) of Bangladesh is essential and ensure PPR compliances before making any payments.
- f. Ensure that VAT and Tax have deducted from vendor payments as per rules and regulations of NBR.
- g. Prepare Financial Position, Comprehensive Income Statement, Receipts and Payments Accounts, Trail Balance, Cash Flow Statement, Notes to the Accounts and other required documents for internal and external auditing.
- h. Maintain training center wise expense breakdown and keep proper documentation and recording of documents and information.
- i. Prepare annual budget, budget revision & key factor preparation in consultation with Finance Coordinator.
- j. Prepare monthly budget Vs. actual expense variance report & forecast analysis
- k. Review & checked all kind of project bill voucher, project advance & travel expense
- l. Maintain effective communication with all support section of SEIP-BAPA Project to ensure timely support of project.
- m. Ensure transparent and efficient communication with field staff.
- n. He/ She will also participate in regular meetings at PIU related to financial management and perform any other task assigned by the chief coordinator.

### II. Reporting:

Report to Finance Coordinator of SEIP-BAPA Project.

**III. Working Condition:**

Based in Dhaka, with 20% field time

**IV. Qualification:**

- MBA/Masters in Commerce in Finance /Accounting, preference will be given CA course completed
- 5 years professional experience in relevant field
- Computer skills (word processing, spreadsheet and database), knowledge of accounting software is essential

**V. Core Competencies:**

- Ability to conduct cost analysis, good leadership skills and team building ability.
- Knowledge of financial operations and management and in general administration
- Strong communication, reporting and presentation skills in English and Bangla
- Other key competencies: facilitation, collaboration, and problem solving

**VI. Authority:**

**The Assistant Coordinator- Finance** is authorized to implement the financial management system within the approved budget in consultation with Coordinator-Finance.

**VII. Contact Key Relationship:**

She/he will maintain close contact with the field staff and the Project Implementation Unit as needed.

Applicant

re:

Date:

Supervisor's Signature:

Date:

# SEIP-BAPA Project

## Basic Job Description

<b>JOB TITLE: Asst. Coordinator (Monitoring, Evaluation and Training)</b>	
<b>Employee Name:</b>	
<b>Location:</b>	<b>Supervisor's Name:</b>

### I. Responsibilities and Tasks:

**The Asst. Coordinator-Monitoring, Evaluation and Training** will help to develop and implement monitoring, evaluation and training management system for effective monitoring of training activities during implementation of the training program. He/she will be responsible for:

- a. To assist design and establish a complete and comprehensive monitoring plan, monitoring database and implementation plan with the technical guidance from SEIP, SDCMU
- b. Prepare Project M&E framework, realistic monitoring and evaluation strategies and techniques for day to day monitoring;
- c. Ensure collection of field data as per project's M&E framework and provide technical supports to establish/strengthen M&E system at all level;
- d. Collect and preserve project operational-data on regular basis to observe the progress of planned activities of the project;
- e. Share field findings, updated information, observations in the meeting/ workshops/ seminar and training programs;
- f. Facilitate technical sessions related to Monitoring & Evaluation in different training/ workshop as required by the project or organization;
- g. Carry out the case studies, success stories, best practices for documentation and share findings with the project team as well as relevant stakeholders;
- h. S/he will train trainers, associate trainers, assessors and other relevant staff on the use of monitoring tools, protocols and use of data for decision-making.
- i. Prepare monthly, quarterly and annual progress reports of the project.
- j. Continually assess methodologies and instruments for collection, documentation, analysis and reporting of data for weaknesses and potential improvements.
- k. Support the increase of project visibility on local and regional level to different stakeholders, partners and beneficiaries, as well as to general audience.
- l. S/he will carry out any other responsibilities assigned by the senior management as required by the project or organization.

**II. Reporting:**  
Report to Coordinator-Monitoring, Evaluation and Procurement of SEIP-BAPA Project.

**III. Working Condition:**  
Based in Dhaka, with 50% field time

**IV. Qualification:**

- Masters in any discipline with 5 years working experience in monitoring and evaluation at any donor funded development project.
- Computer skills (word processing, spreadsheet and database), knowledge of accounting software is essential

**V. Core Competencies:**

- Experience in INGO/NGO
- Project progress analytical skill against project log frame;
- Sound knowledge on monitoring, evaluation, database management, data analysis, time data collection and processing, report writing and documentation skill;

**VI. Authority:**  
**The Asst. Coordinator-Monitoring, Evaluation and Training** is authorized to implement the monitoring and evaluation management system in consultation with Coordinator M & E, P by guideline of the approved business plan.

**VII. Contact Key Relationship:**  
She/he will maintain close contact with the field staff and the Project Implementation Unit as needed.

Applicant's Signature:

Date:

Supervisor's Signature:

Date:

# SEIP-BAPA Project

## Basic Job Description

<b>JOB TITLE: Admin and Procurement Officer</b>	
<b>Employee Name:</b>	
<b>Location:</b>	<b>Supervisor's Name:</b>

<b>I. Responsibilities and Tasks:</b>
<ul style="list-style-type: none"><li>a. <b>The Admin and Procurement Officer</b> will help to develop and implement administrative and procurement related activities for smooth operation of the training program. He/she will be responsible for:</li><li>b. The Admin and Procurement Officer will manage and execute administrative activities associated with the project. He/ She will be responsible for:</li><li>c. Creating, updating, and maintaining records and databases of the project efficiently and effectively</li><li>d. He/she will have to serve as key point of administrative contact and liaison with internal and external stakeholders,</li><li>e. Maintain inventory of goods procured under the project; (vi) perform miscellaneous job-related duties as assigned by the supervisor. She/he will also work on HR related all matters.</li><li>f. Prepare/Check various types of agreements, i.e. office rent, and microbus hiring rent and monitor vehicle logbook.</li><li>g. Ensure functionality of necessary office equipment, and requisitioning new equipment and supplies as needed and Keep track &amp; ensure safeguard of all office furniture-fixture &amp; IT equipment</li><li>h. Collaborate with all management staff to identify and deliver the routine &amp; required administrative support services for the project,</li><li>i. Provide logistic support &amp; arrange different event, workshop of the project</li><li>j. Maintain assets register as per prescribe format of SEIP, SDCMU and conduct yearly assets verification and submit report to SEIP,SDCMU in timely manner</li><li>k. Coordinate and initiate project procurement in compliances with PPR 2008 including the preparation of the PR and subsequent follow up the budget provision and ensure timely receiving of goods as well as distribution to TCs as training planned.</li><li>l. Assisting human resources activities in recruitments and maintain personnel databases, leave register and leave application file properly;</li><li>m. Perform any other task assigned by the chief coordinator.</li></ul>

**II. Reporting:**  
Report to Coordinator-Monitoring, Evaluation and Procurement of SEIP-BAPA Project.

**III. Working Condition:**  
Based in Dhaka, with 20% field time

**IV. Qualification:**

- Masters in any discipline with 5 years working experience in admin and procurement at any donor funded development project.
- Computer skills (word processing, spreadsheet and database), knowledge of accounting software is essential

**V. Core Competencies:**

- Proven work experience as an Administrative Officer, Administrator or similar role
- Solid knowledge of office procedures
- Experience with office management software like MS Office (MS Excel and MS Word, specifically)

**VI. Authority:**  
**The Admin and Procurement Officer** is authorized to implement the Administrative & Procurement Activities.

**VII. Contact Key Relationship:**  
She/he will maintain close contact with the field staff and the Project Implementation Unit as needed.

Incumbent's Signature:

Date:

Supervisor's Signature:

Date:

# SEIP-BAPA Project

## Basic Job Description

<b>JOB TITLE: IT and Job Placement Officer</b>	
<b>Employee Name:</b>	
<b>Location:</b>	<b>Supervisor's Name:</b>

### I. Responsibilities and Tasks:

**The IT and Job Placement Officer** will follow up all training activities and coordinate job placement support service of the project. He/ She will be responsible for:

- To visit training center to monitor the training according to training Implementation Plan.
- Prepare pre-employment profile of the graduates, update accordingly and make plan for wage employment;;
- Check and Update information on TMS for any changes in wages/remuneration of those getting jobs; Monitor all data in TMS of enrollment, attendance, certification, job placements etc.
- Ensure proper job counseling to the trainers and develop dynamic linkages with the employers
- Conduct candidates' interview to know about their ability and efficiency.
- Assist in developing and disseminating necessary promotional and communication materials;
- Conduct career guidance sessions of the job-seekers with disabilities and facilitate in arranging trainings for job-seekers with disabilities;
- Ensure trainee tracking through effective functioning of the Job Portal, provide timely inputs and maintain updated database;
- Follow-up the work places and monitor post-employment status and update Job Portal, prepare and share report accordingly;
- Establish and maintain linkages and network with employers, employers' association/organizations and other stakeholders and act strategically for its functioning;
- Performing any other project related duties/responsibilities as and when necessary



**II. Reporting:**  
Report to Coordinator-Job Placement and Database of SEIP-BAPA Project.

**III. Working Condition:**  
Based in Dhaka and Training center located different Agro Processing Industries in the country.

**IV. Qualification:**  
• Masters in any discipline with at least 5 years' experience in similar job

**V. Core Competencies:**  
• Candidates need to be highly motivated and committed to work with persons with disabilities  
• Strong and inspirable leadership and community mobilization capacity is essential  
• Capacity on networking and collaboration with Govt. office, local government, employers, BTEB, NSDA institutes and local civil society

**VI. Authority:**  
**The IT and Job Placement Officer** is authorized to provide job placement supports service within the approved business plan.

**VII. Contact Key Relationship:**  
She /he will maintain close contact with the field staff and the Project Implementation Unit as needed.

Incumbent's Signature:

Date:

Supervisor's Signature:

Date:

## SEIP-BAPA JOB APPLICATION FORM

### **Position Applying for:**

### **Name and Contact Information:**

NAME IN FULL :

Father's Name :

Mother's Name :

Address (Present) :

Address (Permanent) :

Date of Birth :

Telephone number :

Mobile number :

Email address :

National ID Number :

### **Key Qualifications:**

**Education and Relevant Training:**

Name of Degree	Passing Year	Result	Institution

**Training & Workshop:**

Training Title	Durations	Organized by

**Professional History:**

<b>Job Title:</b>	<b>Employer:</b>	<b>Total Years of Experience</b>
<b>Responsibilities:</b>		
<b>Job Title:</b>	<b>Employer:</b>	<b>Total Years of Experience</b>
<b>Responsibilities:</b>		

<b>Job Title:</b>	<b>Employer:</b>	<b>Total Years of Experience</b>
<b>Responsibilities:</b>		
<b>Job Title:</b>	<b>Employer:</b>	<b>Total Years of Experience</b>
<b>Responsibilities:</b>		

**References:** (List two references who is not relatives)

**Name:**

**Name:**

**Designation:**

**Designation:**

**Cell Number:**

**Cell Number:**

**Email Address:**

**Email Address:**

"I certify that all information stated in this resume is true and complete to the best of my knowledge. I authorize the organization to verify the information provided in this resume."

**Signature:**

**Name:**

**Date:**