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## Career Opportunity of AEOSIB-SEIP

"Skills for Employment Investment Program" - SEIP, AEOSIB part is urgently looking for its Project Implementation Unit - PIU one full time employee for the position of "**Chief Coordinator**" up to the project period. The candidate must have Masters in any discipline with 5 years' experience in higher level position or Bachelor of Science in Engineering with five years' experience in higher level position; Exceptionally experienced 15 to 20 years in shipbuilding sector having relevant Engineering qualification may also be considered.

Conversant with government skill development project activities in similar program will add advantage. To apply candidates, need to send his/her CV along with academic & work experience certificates to [aeosib.seip@gmail.com](mailto:aeosib.seip@gmail.com) or to "**Chief Coordinator**", AEOSIB-SEIP Office (Level-10), 21/22, Akhtaruzzaman Center, Agrabad C/A, Chattogram-4100.

Last Date of Application **01/05/2021**.

For details: <http://www.aeosib-seip.org/> and <https://seip-fd.gov.bd/>



## **Job Description**

**Position:** Chief Coordinator

### **Indicative Job Description:**

The Chief Coordinator will be responsible for ensuring overall effectiveness of skills training programs by planning, managing, coordinating and implementing the activities undertaken for skills training in different training institutions to achieve the officially acknowledge training and job placement targets for AEOSIB-SEIP.

The major tasks of the Chief coordinator will include the following:

- i) Apprising AEOSIB-SEIP Standing Committee about the progress of training programs;
- ii) Ensuring that key staff of implementation unit are productive in terms of service delivery;
- iii) Responsible for achieving enrollment, training completion and job placement targets;
- iv) Updating, developing and finalizing course curricula/standards and relevant learning materials and ensuring quality of training program, assessment and certification;
- v) Responsible for expenditure with due diligence;
- vi) Keeping liaise with SDCMU for timely receiving of the grants;
- vii) Facilitation of external auditing, physical verifications and submission of periodical report on financial, training and placements.