

মঙ্গলবার, ২৫ জ্যৈষ্ঠ ১৪২৮

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Job Opportunity

Skills for Employment Investment Program (SEIP)

SEIP-BWCCI Project is looking for filling up the following vacant position for its Project Implementation Unit (PIU)

Name of the Post	No. of Post	Job Description	Requirements
Coordinator (Training, Assessment and Procurement)	1	<p>Candidate will have experience and sound knowledge in the relevant field. He/she will:</p> <p>(i) Develop training and monitoring tools for effectively monitoring of training activities during implementation of the program.</p> <p>(ii) Prepare training plan, organize training programs and collect feedback on training programs and see the progress of enrollment, certification and job placement and retention up to 3months,</p> <p>(iii) Participate actively in the meetings organized under the project,</p> <p>(iv) Design, prepare, and revise training materials including training modules including CBLM, CS, Session Plan, and Delivery Plan etc.</p> <p>(v) Maintain updated curriculum and training records,</p> <p>(vi) Take necessary measures for selecting the Partner Training Institutes(P-TIs), expert trainers, training institutions, drafting ToR for the selected PTIs and trainers and take necessary measures for assessment of the trainees by the trainers and external and qualified assessors,</p> <p>(vii) Perform all tasks related to procurement as required under this Business Plan and maintain records;</p> <p>(viii) Closely monitor the data in TMS on training implementation and job placement;</p> <p>(ix) Ensure procurement of goods and services following the PPR,PPA and the ADB's guideline;</p> <p>(x) Perform other related tasks as may reasonably be required by the Chief Coordinator or advised by the implementing agency.</p>	<p>Qualification: Masters in any discipline with at least 15 years working experience in the relevant field.</p>

Others: 1. Computer skill (MS Office and others) for managing his/her work;
2. Bangla & English writing skill.

Job Location: Dhaka (frequent field visit throughout the country is mandatory)

Job Type: Contractual, **Job Nature:** Full-time, **Salary:** As per project budget

Apply Instruction:

Interested candidates meeting the above requirements are requested to send their updated CV along with the copies of the educational qualifications, experience certificates, copy of NID and a recent photo by 6th July 2021 by post or by hand to the Manager-HR, Bangladesh Women Chamber of Commerce and Industry (BWCCI), Plot-2(2nd Floor), Road-23/C, Gulshan-1, Dhaka-1212 with a copy to SEIP Project, Finance Division, Probashi Kalyan Bhaban, (15th floor), 71-72 old Elephant Road, Eskaton Garden, Dhaka-1000. Please see the details at www.bdjjobs.com

Only short-listed candidates will be contacted over the telephone or email for interview. Incomplete applications will not be accepted.