



VACANCY ANNOUNCEMENT

Position: CHIEF COORDINATOR

“Skills for Employment Investment Program” SEIP-LFMEAB Project is urgently looking for a fulltime employee for the position of “Chief Coordinator” for its Project Implementation Unit (PIU) at Dhaka.

Qualifications

Master in any discipline with 10 years’ experience in higher level position or Bachelor of Science or Engineering with 15 years’ experience in a higher-level position. Knowledge and skills in IT are essential.

Job responsibilities

1. Carry out Skill Development activities as agreed in the business plan between LFMEAB & SDCMU, SEIP.
2. Supervise and Provide guidance to coordinators & other PIU staff;
3. Report SDCMU regularly on course-wise & institute-wise progress of training program, financial status and operation of PIU;
4. Apprise SEIP-LFMEAB Standing Committee about the progress of training programs;
5. Ensure that key staff of implementation unit (PIU, SEIP-LFMEAB) are productive in terms of service delivery;
6. Achieve enrolment, quality training completion and job placement targets;
7. Ensure course curricula/standards and relevant learning materials for quality of training program, assessment and certification;
8. Make expenditure with due diligence;
9. Keep liaise with SDCMU-SEIP for timely receiving of the grants;
10. Facilitate external auditing, physical verifications and submission of periodical report on financial, training and placements;
11. Visit the training industries/center regularly and ensure the training implementation as per Business Plan;
12. Act as the custodian of the properties of Implementation Unit (PIU) of SEIP-LFMEAB;
13. Perform any other tasks assigned by SDCMU and Standing Committee of SEIP-LFMEAB;

Employment Status

Contractual

Job Location

Dhaka, with field visit as per project requirements

Salary

As per project budget

Compensation & other benefits

As per project/organizational policies

Instruction for Applicants: To apply applicants need to send their CV along with the copies of their educational certificates, experience certificates, copy of NID and recent photo to the President, Leathergoods And Footwear Manufacturers & Exporters Association of Bangladesh (LFMEAB), LFMEAB-SEIP PIU, Flat no: 4A (4th Floor), House no: 12, Road no: 06, Block- C, Banani, Dhaka- 1213, Bangladesh or send email to **info.lfmeabseip@gmail.com** (all the documents in a single PDF file including cover letter).

Last Date of Application: 22-Oct-2021.