



# VACANCY ANNOUNCEMENT



"Skills for Employment Investment Program" Kumudini Welfare Trust Of Bengal (BD) Ltd. -SEIP Project is urgently looking for contractual employment for the bellow positions

Position	No.	Requirements
Chief Coordinator	01	Master in any discipline with 10 years experience in a higher-level position or Bachelor of Science/ Medicine or Engineering with 15 years experience in a higher-level position. Sound knowledge and skills in IT are essential.
Coordinator- Job placement, Database & Procurement	01	Master in any discipline with 07 years relevant experience or Bachelor's degree with 12 years experience & Sound knowledge and skills in IT are essential.
Coordinator- Finance	01	Master/ MBA in Accounting/ Finance with a minimum of 07 years working experience or Bachelor's degree in the same field with 12 years experience & Sound knowledge and skills in IT are essential.
Coordinator-Training, Monitoring & Assessment	01	Master in any discipline with 07 years working experience in training, monitoring, and assessment, or Bachelor degree with 12 years experience & Sound knowledge and skills in IT are essential.
Asst. Coordinator- Training, Monitoring & Assessment	01	Master in any discipline with at least 5 years working experience in monitoring and evaluation or Bachelor degree with 8 years experience & Sound knowledge and skills in IT are essential.
Officer-Accounts	02	Master in Accounting/ Finance/ Business studies or related field with minimum 5 years working experience in relevant field or Bachelor degree with 8 years experience.
Officer- Admin & Procurement	01	Bachelor in any discipline with 5 years working experience in Admin and Logistics works. Preferably 3 years of experience in procurement-related activities in the field of public procurement
Computer Technician	01	Bachelor on computer application with 3 years relevant working experience.
Data entry operator	01	Bachelor in any discipline with at least 2 years working experience in office management, IT, or relevant field.
Librarian	01	Master in Information Science and Library Management and minimum 2 years experience in library management.
Assistant Librarian	01	Bachelor's degree in any discipline/ Diploma in Information and Library Science. Minimum 1-year experience in library management.
Office Assistant	03	Minimum SSC Pass. Experience people will get preference.
Cleaner	03	Minimum Eight Pass. Experience people will get preference.

Job Location: Mirzapur, Tangail/Narayanganj, Job Type: Contractual, Job Duration: Up to project period  
Salary As per project budget.

No others benefits are allowed except budgeted salary.

Instruction for Applicants: Apply to Head of HR, Kumudini Welfare Trust Bengal (BD) Ltd.

74 Gulshan Avenue, Gulshan-1 Dhaka or Email: monira@kumudini.org.bd

**Last Date of Application: 21/11/2021**