



Bangladesh Association of Construction Industry (BACI)-Skills for Employment Investment Program (SEIP)-BACI-SEIP Project

Bangladesh Association of Construction Industry (BACI) Web: www.baci-bd.org is a Govt. approved trade organization which represents the construction industry of Bangladesh. BACI was established on 19th December, 1995 as a trade body registered with the Directorate of Trade Organization under the Ministry of Commerce, Govt. of Bangladesh and registered on 25th January, 1996 with the Register of Joint Stock Companies, under The Companies Act, 1994, as a trade organization. BACI is also “A” class member of FBCCI.

BACI is responsible to provide market driven skill training programs including job placement services in the construction sector under the support and guidance of Skills for Employment Investment Program (SEIP), Ministry of Finance, Govt. of Bangladesh.

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

Name of Post: Chief Coordinator

No. of Post: 01 (One)

Job Description:

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

Educational Requirements: Masters in any discipline with 15 years' experience in higher level position or Bachelor of Science in Engineering with 15 years' experience in higher level position.

Job Requirements:

- Computer skill (MS Office and others) for managing his work is mandatory;
- Bengali & English writing skill;
- Being smart, energetic and be able to work under pressure.

Job Type: Contractual
Job Nature: Full-time.
Job Location: Dhaka.
Salary Range: Negotiable.

Application Deadline: December 20, 2021.

Apply Instruction: Application with CV & other related documents will be received by post or by hand on or before **December 20, 2021** in the following address.

**Skill Development Coordination & Monitoring Unit (SDCMU)
Skills for Employment Investment Program (SEIP)
Probashi Kallyan Bhaban (Level- 15), 71-72 Old Elephant Road
Eskaton Garden, Dhaka-1000.**

and

**SEIP-BACI Project Office
Eastern Elite Center (5th Floor, Lift-6),
House No. 50 (Old 741), Road No. 9/A (Old 15),
Satmasjid Road, Dhanmondi, Dhaka-1209**