

Government of the People's Republic of Bangladesh  
Ministry of Finance, Finance Division  
Skills Development Coordination and Monitoring Unit (SDCMU)  
Skills for Employment Investment Program (SEIP) Project  
Probashi Kallyan Bhaban (Level- 16), 71-72 Old Elephant Road  
Eskaton Garden, Ramna, Dhaka-1000.  
[www.seip-fd.gov.bd](http://www.seip-fd.gov.bd)

No. FD/SEIP/EoI/37(Part-3)/2018-1826

Date: 02 December 2021

**Invitation for Expression of Interest**

Title of the Project : Loan 3468-BAN: Skills for Employment Investment Program,  
Skills Development Coordination and Monitoring Unit (SDCMU)  
Executive Agency : Finance Division, Ministry of Finance

**A. Project Background**

Finance Division, Ministry of Finance of the Government of Bangladesh is implementing the Skills for Employment Investment Program (SEIP) with financial assistance from the Asian Development Bank (ADB) which is developing workforce equipped with contemporary technical skills and knowledge through vocational training by establishing a mechanism to facilitate collaboration between training institutes and industries which would optimize the utilization of available human resources.

The Skills Development Coordination and Monitoring Unit (SDCMU) has been established under the Finance Division, Ministry of Finance to serve as the Program Management Unit (PMU) of the SEIP. A number of key official will be appointed in the SDCMU on competitive basis. The location of the assignments, qualifications and required experiences are as follows:

**B. Assignment Location**

Dhaka, Bangladesh, with frequent travel requirements to different districts and training institutes outside Dhaka as and when required.

**C. Detailed Qualifications, Experiences and Responsibilities**

Position	No.	Minimum Qualification	Minimum Experience	Responsibilities
Assistant Executive Project Director (Fund Management)	1	Deputy Secretary/ Senior Assistant Secretary Level Official of the Government	i. Have experience in relevant fields ii. At least 15 years' experience in civil service iii. Must have computer literacy and communication skills	• Assist the Executive Project Director and Deputy Executive Project Directors in the implementation of the project.

**D. The year of experience can be relaxed in case of extra-ordinary candidate.**

**E. Interested candidates are requested to send their CVs to the following address latest by 30 December 2021. Only short-listed candidates will be notified.**

02/12/2021

**Md. Ekhlasur Rahman**  
Executive Project Director (EPD)  
(Additional Secretary)  
Skills for Employment Investment Program (SEIP)  
Finance Division, Ministry of Finance  
Probashi Kallyan Bhaban (15<sup>th</sup> Floor)  
71-72 Eskaton Garden, Ramna  
Dhaka-1000.