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

Invitation for Expression of Interest

Title of the Project : Loan 3131-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) and Swiss Agency for Development and Cooperation (SDC) whichis 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 officials 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 General Experience	Responsibilities
Deputy Executive Project Director (Private)	1	Joint Secretary/ Deputy Secretary to the government or equivalent	• Must have computer literacy and communication skills • Have three years' experience in dealing with private sector organizations/Development project • At least 20 years' experience in civil service	Assist the Executive Project Director in maintaining liaison with the private training providers and industry associations for operationalizing and supporting quality training program.
Deputy Executive Project Director (Fund Management)	1	Joint Secretary/ Deputy Secretary to the government or equivalent	• Must have computer literacy and communication skills • Have at least 10 years' experience in government budgeting, accounting and auditing • At least 20 years' experience in civil service	Assist the Executive Project Director in transferring funds to the public and private training providers. Maintain all financial records of transactions for all types of expenditures.
Assistant Executive Project Directors (Program)	2	Deputy Secretary/Senior Assistant Secretary Level Official of the Government	• Must have computer literacy and communication skills • Have experience in relevant fields • At least 15 years' experience in civil service	Assist the Executive Project Director and Deputy Executive Project Directors in the implementation of the project
Assistant Executive Project Director (Procurement & Fund Management)	1	Deputy Secretary/Senior Assistant Secretary to the government or equivalent	• Must have computer literacy and communication skills • Candidate with procurement training from CPTU and experience in publicprocurementwill be preferred • At least 15 years' experience in civil service	Assist the Executive Project Director and Deputy Executive Project Director (FM) in procurement and fund management issues

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

E. Interested candidates are requested to send their CVs to the following address latest by 23 February 2017. Only short-listed candidate will be notified.

Jalal Ahmed
Additional Secretary and
National Project Director (NPD)
Skills for Employment Investment Program (SEIP) Project
Finance Division, Ministry of Finance

যুগ্ম-সচিব (প্রশাসন) এর দপ্তর
ডায়েরী নং ...
জরুরী/ব্যবস্থা নিন, অবগত করুন
যুগ্ম-সচিব (প্রঃ)
উস/সিসস/সসঃপ্রঃ/সঃ/সমঃ/সে)/সিসিএ/হিরক