

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

No. SEIP/EoI/37(Part-3)/2018/109

Date: 14 January 2020

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) and Swiss Agency for Development and Cooperation (SDC) 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 officials shall 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.	Qualification	Experience	Responsibilities
IT Support Officer (TMS)	1	Graduate in Computer Science and Engineering from any recognized university;	<ul style="list-style-type: none"> • Minimum General Experience: 05 years • Minimum Specific experience: 05 years of Industry experience of supporting ICT services in mid-level including- • Ability to clearly understand the process of operating and managing ICT support services. 	<ul style="list-style-type: none"> • The IT Support Officer shall track the trainees through (i) enrolment, (ii) completion and certification, (iii) job placement issue by Trainee Management System (TMS); • Assist in maintenance and support of TMS to achieve the objective of SEIP Training program; • Check and identify problem (if any) in the system and consult with the stakeholders to develop the optimum solution; • Make sure that all the training providers upload data required for the system to generate reports; • Assist IT and Database Specialist to manage the required customization for Training information • The IT Support Officer shall assist SEIP in <ul style="list-style-type: none"> - operating and maintaining the Database and TMS of SEIP; - Authenticating data as provided in the milestone bills and take necessary action; - continuous improvement of the system - generating & providing customized reports as and when required; • Imparting TMS related training to the training providers/associations; • Any other tasks assigned by the authority.

Position	No.	Qualification	Experience	Responsibilities
Communication and Documentation Officer	1	Masters Degree in Mass Communications/ Journalism/Public Relations/International Relations or with in relevant fields with diploma in journalism from nationally reputed Universities or degree with 10 years experience.	<ul style="list-style-type: none"> • 5 years' experience in communication and media relations; • experience in working as communication officer/specialist with development partners or with reputed media will be an added advantage; • experience in writing press releases and articles/stories for print and electronic media; • written and oral presentation skills both in Bengali and English for effective communication with different classes of audience; • ability to draft clearly and concisely the ideas and concepts in written and oral form; • very good command over both Bengali and English language; • Good professional knowledge of office computer applications and database. 	<ul style="list-style-type: none"> • Carry out need assessment for communication among different stakeholder groups; • Develop an efficient and effective communication strategy and action plan for effective dissemination of SEIP activities; • Prepare documentary/knowledge products/cinematograph/promotional materials on SEIP for electronic and print media; • Develop user-friendly and quality Information, Education and Communication (IEC) materials (such as handouts, posters, brochures, video documentary, flyers, leaflets, newsletter, photo archiving, success stories booklet etc.) in Bengali and English; • Prepare a quarterly newsletter on the project progress, success and future plan; • Help update the project website with approved communication materials and newsletters; • Monitor regularly the mass media, and if needed bring the issue to the notice of EPD. Arrange for press/media releases on relevant project activities; • Work closely with ADB and all other development partners communication issues; • Prepare regular press/media releases to ensure high visibility of the project; • Any other activities as assigned by the SEIP management from time to time.
Accountant	1	Bachelor in Accounting/ BBA in Finance	<ul style="list-style-type: none"> • 5 years' experience in maintaining accounting records in electronic format; • Experience in government accounting and auditing activities will be an additional qualification • Excellent communication skills. 	<ul style="list-style-type: none"> • Manage office accounts; • Provide status, trends and projection reports related to office account; • Systematically record accounts related documents; • Assist Financial Management Specialist.
Computer operator/Data entry operator	2	Minimum HSC	<ul style="list-style-type: none"> • 3 years relevant experience; • Well experienced in computer related activities 	<ul style="list-style-type: none"> • draft project documents both in Bengali and English; • assist consultants to draft reports and other project related documents; • assist project personnel for computer related activities.

Interested candidates are requested to send their CVs to the following address latest by 13 February 2020. Only short-listed candidate will be notified.



Md. Zahidul Haque
 Executive Project Director (EPD)
 (Additional Secretary)
 Skills for Employment Investment Program (SEIP)
 Finance Division, Ministry of Finance
 Probashi Kallyan Bhaban (15th Floor)
 71-72 Eskaton Garden, Ramna
 Dhaka-1000.