

Government of the People's Republic of Bangladesh  
Finance Division, Ministry of Finance  
**Skills for Employment Investment Program (SEIP) Project**  
Probashi Kallyan Bhaban (15<sup>th</sup> Floor)  
71-72 Eskaton Garden, Ramna, Dhaka-1000.  
[www.seip-fd.gov.bd](http://www.seip-fd.gov.bd)

No. FD/SEIP/EoI/37(Part-3)/2018/2283

Date: 14 August 2019

**Invitation for Expression of Interest**

**Title of the Project** : Loan No. 3131-BAN, Loan No. 3468-BAN (SF) & Grant No. 0391-BAN(EF)  
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 to serve as the Program Management Unit (PMU) of the SEIP Project. 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:

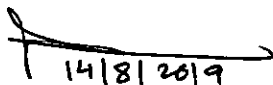
**B. Assignment Location**

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	Experience	Responsibilities
Executive Project Director (EPD)	1	Additional Secretary of the Government with relevant track record	<ul style="list-style-type: none"><li>• Three years' experience to administer government project</li><li>• Must have computer literacy</li><li>• Have exposure to budget execution and monitoring process</li></ul>	<ul style="list-style-type: none"><li>• Establish and maintain close working relationship with other collaborating institutions/ agencies and partner organizations.</li><li>• Ensure all project activities are implemented in time.</li><li>• Supervise the implementation of the work plan.</li><li>• Supervise the preparation and implementation of training and workshops.</li></ul>
Deputy Executive Project Director (Private)	1	Joint Secretary or equivalent Level Officials of the Government	<ul style="list-style-type: none"><li>• Must have computer literacy and communication skills</li><li>• Have three years' experience in dealing with private sector organizations</li><li>• At least 20 years' experience in civil service</li></ul>	<ul style="list-style-type: none"><li>• Assist the Executive Project Director and maintain liaison with the private training providers and industry associations for operationalizing training program.</li></ul>

Interested candidates are requested to send their CVs to the following address latest by 15 September 2019. Only short-listed candidate will be notified.

  
14/8/2019

**Mohammed Yasin**  
Joint Secretary and  
Deputy Executive Project Director (Public)  
Skills for Employment Investment Program (SEIP) Project  
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