



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

অর্থ মন্ত্রণালয়

অর্থনৈতিক সম্পর্ক বিভাগ

ডিই অধিশাখা-৩

শের-ই-বাংলানগর, ঢাকা-১২০৭।

www.erd.gov.bd



স্মারক নম্বর: ০৯.০০.০০০০.২২৫.৩২.০০৩.১৬-২৬

তারিখ: ২৮ মাঘ ১৪২৭

১১ ফেব্রুয়ারি ২০২১

বিষয়: **Notice of Recruitment for the Governing Board Engaged Faculty Consultant.**

সূত্র: সিপিএসসি'র পত্র নং-SC2021/0344/ODG-HR; তারিখ: ০৫ ফেব্রুয়ারি ২০২১.

উপর্যুক্ত বিষয় ও সূত্রস্থ পত্রের পরিপ্রেক্ষিতে জানানো যাচ্ছে যে, কলম্বো প্ল্যান স্টাফ কলেজ (সিপিএসসি)-এর উদ্যোগে Governing Board Engaged Faculty Consultant এবং Faculty specialist নিয়োগের জন্য কলম্বো প্ল্যানের সদস্য রাষ্ট্রসমূহ থেকে উপযুক্ত প্রার্থী মনোনয়ন প্রদানের আহবান জানিয়েছে। উল্লেখ্য, বাংলাদেশ কলম্বো প্ল্যানের সক্রিয় সদস্য। প্রস্তাবিত প্রার্থী মনোনয়ন সংক্রান্ত সিপিএসসি'র পত্র এসাথে সংযুক্ত করা হলো। আরও বিস্তারিত তথ্য <http://www.cpsctech.org/current-job-vacancies> লিংকে পাওয়া যাবে।

০২। Governing Board Engaged Faculty Consultant মনোনয়নের বিবেচ্য বিষয়সমূহ নিম্নরূপ:

- Must be Citizen of any of the CPSC Member Countries;
- Must be below 55 years of age;
- At least 10 years of work experience in the field of technical and vocational education and training as professor or senior Faculty in Universities, Technical and Engineering Colleges, Teacher Training Institutes and Polytechnic.

০৩। Faculty specialist মনোনয়নের বিবেচ্য বিষয়সমূহ নিম্নরূপ:

- Must be Citizen of any of the CPSC Member Countries;
- Must be below 60 years of age;
- Should have good knowledge and skills on ICT and digital technology.

০৪। এমতাবস্থায়, সংযুক্ত পত্র ও বিজ্ঞপ্তির মর্মানুযায়ী সিপিএসসি'র Governing Board Engaged Faculty Consultant এবং Faculty specialist পদে মনোনয়ন প্রদানের লক্ষ্যে জনপ্রশাসন মন্ত্রণালয়ের ওয়েবসাইটে প্রচার ও যথাযথ নিয়মানুযায়ী উপযুক্ত মনোনয়ন নির্ধারিত application form সহ আগামী ২৫ ফেব্রুয়ারি ২০২১ তারিখের মধ্যে অর্থনৈতিক সম্পর্ক বিভাগে প্রেরণের প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য নির্দেশক্রমে অনুরোধ করা হলো।

০৫। বিষয়টি অতিব জরুরী।

সংযুক্তিঃ বর্ণনামতে।

সচিব, জনপ্রশাসন মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।

১১-২-২০২১
রোকেয়া খাতুন
উপসচিব (অতিরিক্ত দায়িত্ব)
ফোন: ৯১১৯৭২২
ইমেইল: de2@erd.gov.bd

দৃষ্টি আকর্ষণঃ সিনিয়র সিস্টেম এনালিস্ট, সিনিয়র সিস্টেম এনালিস্টের দপ্তর, জনপ্রশাসন মন্ত্রণালয়

স্মারক নম্বর: ০৯.০০.০০০০.২২৫.৩২.০০৩.১৬-২৬/১(৪)

তারিখ: ২৮ মাঘ ১৪২৭
১১ ফেব্রুয়ারি ২০২১

সদয় অবগতি ও কার্যার্থে প্রেরণ করা হল:

- ১) সচিব, কারিগরি ও মাদ্রাসা শিক্ষা বিভাগ, পরিবহন পুল ভবন, ঢাকা। [দৃ:আ: যুগ্ম-সচিব, প্রশাসন ও অর্থ অধিশাখা, কারিগরি ও মাদ্রাসা শিক্ষা বিভাগ]।
- ২) মহাপরিচালক, বাংলাদেশ কারিগরি শিক্ষা অধিদপ্তর, এফ-৪/বি, আগারগাঁও প্রশাসনিক এলাকা, শের-ই-বাংলা নগর, ঢাকা।
- ৩) যুগ্মসচিব ও অনুবিভাগ প্রধান, ডিই অনুবিভাগ, অর্থনৈতিক সম্পর্ক বিভাগ, শেরেবাংলা নগর, ঢাকা।
- ৪) সিনিয়র প্রোগ্রামার, আইসিটি সেল, অর্থনৈতিক সম্পর্ক বিভাগ, ঢাকা (এ বিভাগের ওয়েব সাইটে প্রকাশের প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য)।

১১-২-২০২১
রোকেয়া খাতুন
উপসচিব (অতিরিক্ত দায়িত্ব)



Inter-Governmental International Organization
COLOMBO PLAN STAFF COLLEGE
for Human Resources Development in Asia and the Pacific Region
Bldg. C, Department of Education Complex, Meralco Ave.
1600 Pasig City, Philippines
Phone: (+63-2) 8631-0991, 8631-0993 to 95
@ cpsc@cpsctech.org f facebook.com/cpsctech
www.cpsctech.org



SC2021/0344/ODG-HR

5 February 2021

Mr. Farid Aziz

Joint Secretary (Wing Chief)
Development Effectiveness Wing
Economic Relations Division (ERD)
Ministry of Finance
Government of the People's Republic of Bangladesh

Subject: Notice of Recruitment for the Governing Board Engaged Faculty Consultant

Dear Mr. Farid Aziz:

The Colombo Plan Staff College (CPSC) presents its sincere gratitude and compliments to the Government of the People's Republic of Bangladesh, through the Ministry of Finance, for the relentless support and cooperation being extended to the Staff College that contributed enormously to the improvement of the TVET system in the Asia-Pacific Region.

In view of our present professional staff requirements, **we are pleased to inform you that CPSC is initiating its recruitment process for the following positions:**

- a. **Governing Board (GB) - Engaged Faculty Consultant** (*nominated by the member government through LO*)
- b. **Faculty Specialist**

The Professional Staff's engagement with CPSC will provide international experiences and open opportunities for their professional development that would enhance their teaching competency and further sharpen their knowledge and organizational management skills, which they will definitely bring back when they rejoin and continue their services to their respective home institutions and country.

To effectively assist in CPSC in realizing its objectives, and to contribute in the capacity building in TVET, the candidate is preferred to have completed at least **masters degree (for Faculty Specialist)** and **doctorate degree (for GB-Engaged Faculty Consultant)** in Technical/Technology Education, Engineering or any related field of study, with experience in related field of TVET, serving a faculty position in Universities, Technical and Engineering Colleges, Institutes of Excellence/Polytechnics, and who also possess multidisciplinary competence/expertise in any of the following areas in the context of TVET: Curriculum Development, Information and Communication Technology (ICT), Teacher Training;

Emerging Technology (i.e. renewable resources, Green IT, etc.); Qualifications Framework, Education for Sustainable Development, Green Technology, Educational Technology; Institutional Administration and Management, Quality Assurance/Quality Management in TVET, and Entrepreneurship and Technopreneurship in TVET.

We have attached herewith the details of **vacancy announcement** for the **GB-Engaged Faculty Consultant and Faculty Specialist** for your easy reference. For more information, kindly visit our website: <http://www.cpsctech.org/current-job-vacancies>

We would appreciate it if this vacancy announcement could be shared by your good office to possible interested candidates, and posted on your website for broader dissemination reach.

Similarly, we would like to seek your kind assistance in facilitating the process of screening and endorsing the application of the interested candidates especially for the **GB-Engaged Faculty Consultant** position as part of the official recruitment process, where the applicants must route their application through official channels and seek their respective Government's endorsement or documentary proof indicating that the government has no objection on their application or candidature, particularly from the line ministry's authorized official or CEO of the designated CPSC Liaison Office.

Deadline of the submission of application together with the necessary documents is on 5 March 2021 at 2359H (Philippine Standard Time, UTC+8).

Once again, please accept our heartfelt appreciation for the cooperation extended by the Government of the People's Republic of Bangladesh, through the Ministry of Finance, to the Colombo Plan Staff College.

Together, let us support the TVET system of the Asia-Pacific region to reach greater heights.

Best regards,



Ramhari Lamichhane, PhD
Director General

Enclosure: GB-Engaged Faculty Consultant and Faculty Specialist Vacancy Announcement and Application Form



Colombo Plan Staff College

VACANCY ANNOUNCEMENT (VA02-2021)

Governing Board - Engaged Faculty Consultant

The **Colombo Plan Staff College (CPSC)** is an Inter-governmental International Organization for Human Resources Development. It aims to assist its member countries in developing and enhancing their technical education systems.

CPSC maintains the active membership of 16 countries which are provided with capacity building programs in technical and vocational education and training (TVET).

The main functions of CPSC include:

- Provide training programs of further professional education and training to persons responsible for the planning, development, administration and supervision of TVET and persons in key supporting roles;
- Conduct conferences, symposia, and workshops on various aspects of TVET;
- Manage customized programs on TVET planning, development and evaluation;
- Undertake research and development projects for knowledge sharing and benchmarking in TVET;
- Assist member countries in developing their technical teacher education and training facilities;
- Collect and disseminate information on technical education and training; and
- Act as a facilitator of member countries in the transformation of the TVET framework by modifying the training and development strategies, program offerings and research and development efforts.

Duties and Responsibilities of the Governing Board - Engaged Faculty (GBF) Consultant

The GB-Engaged Faculty Consultant is a Senior Faculty Member that spearheads the academic - related activities of the Staff College. He/she manages the implementation of training programs, consultancy projects, and research initiatives of CPSC. He/She is a member of the Academic Board, usually assigned as Chairperson of the Training and Development Division, among others.

With the assistance of Team Leaders, and guidance of the Director General, the GB-Engaged Faculty Consultant is responsible for:

Training and Development

- managing the implementation of the regular and extra-budgetary training programs (regional, in-country, international conferences/seminars, special and programs) as may be assigned
- Develop and implement online training programs
- Seeking opportunities for joint programs and projects with member countries and other development partners;

Research and Development

- Contributing in the strategic planning process of CPSC;
- Preparing theme papers/instructional materials/books on emerging fields of study related to Research and CPSC publications;
- Writing and publishing articles and papers in international journals;
- Undertaking research projects/studies on emerging TVET issues;

Projects and Consultancy / Asia Pacific Accreditation Commission

- Assisting the Staff College in resource generation through consultancy projects, customized course, international symposia, study visits and other special events;
- Contributing to the activities of the Asia Pacific Accreditation and Certification Commission (APACC);
- Managing the conceptualization and development of CPSC projects from initiation, design, proposal making, marketing, coordination, evaluation and documentation stages

Administration and Management

- Contributing as chairperson and/or member of various working committees as may be assigned by the DG
- Providing support to the Director General in various administrative matters, as may be assigned
- Contributing to the work of other divisions and support management of CPSC in various matters, as may be assigned.

Qualifications and Requirements

Basic Requirements

- Must be a citizen of any of the CPSC member countries;
- Must be below **55 years** of age
- At least 10 years of work experience in the field of technical and vocational education and training as **Professor or Senior Faculty in Universities, Technical and Engineering Colleges, Teacher Training Institutes, and Polytechnic**

Education

Doctoral degree in **technical education, engineering education, technology education or advanced post-doctoral degree preferably in any field in TVET; Preference will be given to ICT and Digital Technology Education.**

Relevant Experience

Technical/Academic Knowledge

- Teaching experience in TVET teacher and professional staff training institutes
- Teaching experience in educational institutions such as Polytechnic Institutions, technical colleges, and technological universities
- Possesses multidisciplinary competence/expertise in the following areas of specialization:
 - *Curriculum Development;*
 - *Information and Communication Technology (ICT);*
 - *Teacher Training;*
 - *Qualifications Framework;*
 - *Education for Sustainable Development;*
 - *Emerging technology (i.e. renewable resources, Green Technology etc.);*

- *Educational Technology;*
- *Institutional Management*
- *Quality Assurance / Quality Management in TVET; and*
- *Entrepreneurship and Technopreneurship in TVET*
- Experience in design and development of instructional materials, academic theme papers, training manuals, etc.
- Experience in conducting research and development studies and/or writing publications on various themes related to technical vocational education and training or skills development
- Experience in bidding and managing capacity building projects related to skills development and TVET
- Contributions in International TVET Conferences and/or experts meeting as paper presenter, keynote speaker, session chair, moderator, etc
- Excellent command of English Language (writing and speaking); knowledge in other national language of any CPSC Member Countries, except mother tongue, is a plus
- Proficient in various ICT / IT applications

Desirable Qualifications

Multicultural/International Experience

- International working experience and working knowledge of CPSC member countries' TVET system, except home country
- International experience in working in a multicultural environment or in multinational organization with geographical working experience in another country, other than the home country

Personal Specification/Special Requirements

- Well groomed and with pleasing personality
- Enjoys teaching and networking with different levels of people
- Able to travel internationally
- Adaptable in any weather condition
- Able to adjust and work in multicultural and culturally diverse environment

Application Process

Applicants must route their application through official channels and seek his/her respective Government's endorsement or documentary proof indicating government's no objection on his application or candidature, particularly from the line ministry's authorized official or CEO of the designated CPSC Liaison Office.

(see: <https://www.cpsctech.org/1973/12/liaison-officers.html>)

Such documentary evidence, along with the following application documents and attachments, shall be submitted directly to CPSC by post (certified true copy) and may be sent by email in advance (scanned copy) to CPSC addressed to:

The Screening Panel
(Re: CPSC Governing Board - Engaged Faculty Consultant)
Colombo Plan Staff College for Technician Education
 Building Block C, Department of Education Complex
 Meralco Avenue, Pasig City 1600, Philippines
 Tel: +63-2 86310991 | E-mail: jobs@cpsctech.org, hrm@cpsctech.org

(IMPORTANT: Applicants must ensure that all application documents sent through both email and couriers/posts reach CPSC before the application deadline. Application documents received beyond the deadline will not be considered)

Required Application Documents (organized in the following order):

1. Cover Letter/ Expression of Interest
2. Duly completed application form (downloadable at:
<https://drive.google.com/file/d/1VQOiEgLLIHfcGMJSBiYJtWHoAfUdVowJ/view?usp=sharing>)
3. Comprehensive Resume
4. Government endorsement or documentary proof indicating Govt's no objection on application from line ministry official or CEO of the designated CPSC Liaison Office
5. Certified true copy of all academic records (graduation certificate/diploma, and transcript of records) and professional eligibility, licenses or qualifications
6. Copies of certificate of employment indicating proof of qualification to the required relevant experience
7. Copies of journals, papers, reports authored by the applicant
8. Proof of awards, copyrights, patents, etc, and memberships to professional organizations (if there's any)
9. Other evidence to support academic and professional entries in the application form; and
10. Medical certification indicating fitness to undertake overseas assignments.

Application Deadline

5 March 2021, 23:59 (Philippine Standard Time, UTC +8)

****Only shortlisted candidates will be notified.***



Colombo Plan Staff College for Technician Education
Manila, Philippines

VACANCY ANNOUNCEMENT (VA03-20-21)

FACULTY SPECIALIST

The **Colombo Plan Staff College for Technician Education** is an inter-governmental international organization for Human Resources Development. It was established to assist the member countries of the Colombo Plan in developing and enhancing their technical education systems.

The main functions of CPSC include:

- Provide training programs of further professional education and training to persons responsible for the planning, development, administration and supervision of TVET and persons in key supporting roles;
- Conduct conferences, symposia, and workshops on various aspects of TVET;
- Assist in the conduct of projects in the field of staff and curriculum development and other projects aimed at the effective utilization of resources for learning and teaching;
- Promote, coordinate and undertake research and development projects for knowledge sharing and benchmarking in TVET;
- Advise and assist member countries in developing their technical teacher education and training facilities;
- Collect and disseminate information on technical education and training; and
- Act as a facilitator of member countries in the transformation of TVET framework by modifying the training and development strategies, program offerings and research and development efforts.

To date, CPSC maintains the active membership of 16 countries which are provided with capacity building programs in technical and vocational education and training (TVET) programs for human resources development.

Roles and Responsibilities of the Faculty Specialist

Faculty Specialist service comprises imparting guidance, expertise, academic inputs in planning and preparation of CPSC programs, projects and other academic activities.

The Faculty Specialist shall undertake assignments and provide expertise in the following areas:

Training and Development/Academic Board

- Provide academic input; coordinate; develop program books and theme papers and deliver lectures; facilitate the implementation; prepare reports and liquidation of expenses of regional, in-country, and/or special programs as may be assigned;
- Develop training manuals and other academic papers for use as learning resources for the implementation of programs and projects;
- Contribute to program planning and provide expertise on program related concerns

as an Academic Board Member.

- Develop and conduct online training programs

Research, Publication and Information

- Contribute in the implementation of research and publications division activities;
- Provide expertise in reviewing publication/papers (STEPS, Web News, Theme Papers, etc.);
- Initiate research projects and coordinate research work; provide guidance and expertise in conducting research projects and other similar initiatives;
- Develop research and academic papers for publications.

Projects and Consultancy/APACC

- Develop project proposals and undertake consultancy activities to contribute to the income-generating activities of CPSC;
- Contribute to the activities of the Asia Pacific Accreditation and Certification Commission (APACC) as accreditor and trainer of accreditors;
- Review institutional SSRs, on-site visit reports/accreditation result;
- Coordinate, develop academic papers, deliver lectures, facilitate group tasks, prepare end of program reports of customized programs and/or study visits as may be assigned

Administration and Management

- Manage divisional planning and implementation of activities as Division Chairperson
- Contribute as chairperson and/or member of various working committees as may be assigned
- Provide support to the Director General in management and administrative matters, as may be assigned
- Contribute to the work of other divisions and support management of CPSC in various administrative and management matters, as may be assigned.
- Perform other tasks and duties as may be assigned.

Qualifications and Requirements

Basic Requirements

- Must be a citizen of any of the CPSC member countries;
- Must be below 60 years of age
- Should have Good knowledge and skills on ICT and digital technology

Education

At least Master's Degree holder or equivalent in technical/technology education, engineering or in any related field of study. Preference will be given to ICT and Computer Technology related education.

Experience

- Served at least 5 years of faculty position in Universities, Technical and Engineering Colleges, Technical Teachers Colleges, Polytechnics and/or other teacher training institutions of excellence
- Teaching experience in TVET teacher and professional staff training institutes
- Teaching experience in educational institutions such as Polytechnic Institutions, technical colleges, and technological universities

Professional Competencies

- Possesses multidisciplinary expertise in at least 5 of the following areas of TVET:
 - *Competency-based Training and Assessment*
 - *Monitoring and Evaluation of TVET Programs*
 - *Master Teachers Training*
 - *Research and Development*
 - *Strategic Planning and Management*
 - *Qualifications Framework*
 - *Greening TVET for Sustainable Development*
 - *Institutional Administration and Quality Management*
 - *Industry-Institute Linkage and Partnership*
 - *Information and Communication Technology (ICT) in TVET*
- Demonstrates ability to design and develop instructional materials, academic theme papers, training manuals, and other educational papers for capacity building programs
- Exhibits ability to conduct research and development studies, and write publications on various themes related to technical vocational education and training or skills development
- Possesses ability to manage capacity building projects related to skills development and TVET
- Exhibits technical/professional expertise in various areas of TVET through contributions in International TVET Conferences and/or experts meeting as paper presenter, keynote speaker, session chair, moderator, etc
- Demonstrates excellent command of English Language (writing and speaking); knowledge in other national language of any CPSC Member Countries would be an advantage
- Exhibits proficiency in various ICT / IT applications

Management and Leadership Competencies

- Lead team and area of responsibility
- Develop team members
- Coaching and Mentoring
- Develop high performing team
- Manage team members' performance
- Influence and motivate team members

Core Competencies

- Displays Honesty and Integrity
- Results Oriented
- Customer Oriented
- Collaborates and Fosters Teamwork
- Excellent Communication Skills
- Excellent Interpersonal Skills
- Adaptable to multicultural working environment
- Able to conduct training independently

Desirable Qualifications

Multicultural/International Experience

- International working experience and working knowledge of CPSC member countries' TVET system, except home country
- International experience in working in a multicultural environment or in multinational organization with geographical working experience in another country, other than the home country

Personality Specification/Special Requirements

- Good physical condition
- Well groomed and with dynamic and pleasing personality
- Enjoys teaching and networking with different levels of people
- Able to travel internationally
- Adaptable in any working condition
- Able to adjust and work in a culturally diverse environment

Duration of Appointment

One (1) year, with possibility of extension upon satisfactory performance evaluation and mutual consent. The possible extension of service shall be for another one (1) year, for a total of a maximum period of two (2) years of service, and shall not be eligible for reappointment.

Application Process

Interested professionals may apply by sending their **Expression of Interest (EOI)**, **duly completed application form** ([click here](#)), and **comprehensive resume** to:

The Director General (Re: Faculty Specialist)
Colombo Plan Staff College for Technician Education
Building Block C, Department of Education Complex
Meralco Avenue, Pasig City 1600, Philippines
E-mail: cpsc@cpsctech.org, hrm@cpsctech.org

Deadline for Application

5 March 2021

Only Shortlisted applicants will be notified