

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
Probashi Kallyan Bhaban (15th Floor)
71-72 Eskaton Garden, Ramna, Dhaka-1000.
www.seip-fd.gov.bd

No. SEIP/EOI/37/2014-2015/1483

Date: 20 September 2018

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) 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. The following officer and consultant 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
Assistant Executive Project Director (Fund Management)	1	Deputy Secretary/ Senior Assistant Secretary Level Official of the Government or equivalent	<ul style="list-style-type: none">• Must have computer literacy and communication skills;• Have experience in relevant fields;• At least 15 years' experience in civil service.	<ul style="list-style-type: none">• Assist the Executive Project Director and Deputy Executive Project Director (Fund Management) in the fund management issues;• Any other task assigned by the Executive Project Director in relevance to effective project implementation.
Gender and Social Development Specialist	1	Master's degree in Social Science or relevant discipline	<ul style="list-style-type: none">• 10 years' experience in gender and social development in foreign aided projects.	<ul style="list-style-type: none">• Monitor the targets set for the Gender Action Plan for SEIP and prepare quarterly progress report based on the reports from implementing agencies;• Conduct gender and development orientation for project teams in SEIP implementing agencies;• Work closely with gender and development focal persons in implementing agencies;• Any other task assigned by the Executive Project Director in relevance to effective project implementation.

Interested candidates are requested to send their CVs to the following address latest by 11 October 2018. Only short-listed candidate will be notified.

Sd/-

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