

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 (Level-16)  
71-72 Eskaton Garden, Ramna, Dhaka-1000.  
[www.seip-fd.gov.bd](http://www.seip-fd.gov.bd)

No. SEIP/EoI/37/(Part-2)/2018/476

Date: 10 March 2019

**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. A number of senior 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**

<i>Position</i>	<i>No.</i>	<i>Minimum Qualification</i>	<i>Minimum General Experience</i>	<i>Responsibilities</i>
Deputy Executive Project Director (Public)	1	Joint Secretary/ Deputy Secretary to the government or equivalent	<ul style="list-style-type: none"><li>• Must have computer literacy and communication skills;</li><li>• Have at least 10 years' experience in managing public sector training 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 public training institutes for operationalizing training program.</li></ul>
Deputy Executive Project Director (Fund Management)	1	Joint Secretary/ Deputy Secretary to the government or equivalent	<ul style="list-style-type: none"><li>• Must have computer literacy and communication skills;</li><li>• Have at least 10 years' experience in government budgeting or accounting and auditing procedures;</li><li>• At least 20 years' experience in civil service.</li></ul>	<ul style="list-style-type: none"><li>• Assist the Executive Project Director in transferring funds to the public and private training providers;</li><li>• Maintain all financial records of transactions for all types of expenditures.</li></ul>

Interested candidates are requested to send their CVs to the following address latest by 28 March 2019. Only short-listed candidate will be notified.

  
Jalal Ahmed 102319  
Additional Secretary and  
Executive Project Director (EPD)  
Skills for Employment Investment Program (SEIP) Project  
Finance Division, Ministry of Finance