

SKILLS FOR EMPLOYMENT INVESTMENT PROGRAM (SEIP)

Bangladesh Textile Mills Association (BTMA)

Unique Trade Centre (Level-8), 8, Panthapath, Kawran Bazar, Dhaka-1215, Bangladesh
Phone: +88 02 9101508, Ext- 116, Email: info@btmaseip.org.bd, Web: www.btmaseip.org.bd



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Employment Notice

Ref no: BTMA-SEIP/01/2018-19/917

Name of the post: Data Management Officer

Number of post: 01 (One)

Monthly Salary: 45,000.00 (Forty Five Thousand only/ per month)

Initial Contract: 24 Months.

Age: Maximum age limit is 35 years.

Last date of application: 18.04.2019 Thursday 02:00pm.

Requirement

- Minimum graduate or equivalent / 4 years Diploma in computer technology.
- Candidate must have good typing speed both in English and Bangla (Bijoy layout). A Practical test will be held to measure the typing speed.
- Must be expert in Microsoft Word, Excel, PowerPoint and Outlook (2007, 2010 & 2013).
- Candidate with coding skills in PHP or Java or C# will get privilege.
- Candidate with good knowledge on website management, clear knowledge in HTML, CSS and JavaScript will get privilege.
- Must have good knowledge in graphics design software like Photoshop and illustrator.
- Candidates should have at least 02 years working experience with same responsibly.

Job Responsibility

- Day to day data entry and management of projects' existing Training Management System - TMS, ERP and internal Database.
- To manage project websites and assist to update its content regularly.
- Any other duties as assigned by the BTMA SEIP authority.

Female candidates are strongly encouraged to apply for the position.
Any canvassing in favor of the candidate will be treated as "Disqualification".

To apply for the position follow any of this methods:

1. Apply online at <http://career.btmaseip.org.bd> Or
2. Send application via email to jobs@btmaseip.org.bd with recent passport size photograph, updated CV and a cover letter. You must mention subject line as "Application for the position of Data Management Officer". Or
3. Send your hard copy application with recent photograph, update CV and Cover Letter mentioning "Application for the position of Data Management Officer" on the envelop to BTMA-SEIP Office with addressing:

To

The Chief Coordinator

BTMA-SEIP Project

Level-8, UTC Bhaban, 8, Panthapath, Kawran Bazar, Dhaka-1215

*Note: Please do not send multiple application.

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