



## SICIP-BACCO Program

House 39 (2nd Floor), Road 13/15, Block D, Banani, Dhaka -1213, Bangladesh  
<https://www.bacco.org.bd>

Ref. No.: SICIP/BACCO/2026/PIU/07

Date: 18.03.2026

### Recruitment Notice

<b>Program Name</b>	:	Skills for Industry Competitiveness and Innovation Program (SICIP)
<b>Agency</b>	:	Bangladesh Association of Contact Center & Outsourcing (BACCO)
<b>Scheme Name</b>	:	Expansion of Skills for Employment and Socially Inclusive Training for Priority and Emerging Sectors.

#### Information for Applicant

Position	No.	Minimum Qualification and Experience
<b>Program Implementation Unit (PIU) for SICIP-BACCO Program</b>		
Asst. Coordinator (Training, Monitoring and Assessment)	01	<ul style="list-style-type: none"><li>Master's or MBA degree in any discipline with at least 3 years of work experience, or a Bachelor's or BBA degree in any discipline with 5 years of work experience.</li><li>Working experience in skills development/training project will be an added advantage. Strong Communication, interpersonal and computer skills is essential.</li></ul>
Asst. Coordinator (Job Placement and Database)	01	<ul style="list-style-type: none"><li>Master's or MBA degree in any discipline with at least 3 years of work experience, or a Bachelor's or BBA degree in any discipline with 5 years of work experience.</li><li>Working experience in skills development/training project will be an added advantage. Strong Communication, interpersonal and computer skills is essential.</li></ul>
Asst. Coordinator (Accounts and Procurement)	01	<ul style="list-style-type: none"><li>Master's or MBA degree in Accounting/Finance with at least 3 years of work experience, or a Bachelor's or BBA degree in Accounting/Finance with 5 years of work experience.</li><li>Working experience in skills development project will be an added advantage. Strong Communication, interpersonal and computer skills is essential.</li></ul>
Officer (Admin and Logistics)	01	<ul style="list-style-type: none"><li>Bachelor's or BBA degree in any discipline with at least 3 years of work experience.</li><li>Working experience in skills development project will be an added advantage. Strong Communication, interpersonal and computer skills is essential.</li></ul>
Data Entry Operator	01	<ul style="list-style-type: none"><li>Bachelor's or BBA degree in any discipline with at least 2 years of work experience.</li><li>Working experience in skills development project will be an added advantage. Strong Communication, interpersonal and computer skills is essential.</li></ul>
Office Attendant	01	<ul style="list-style-type: none"><li>Minimum S.S.C and Minimum 3 years' relevant experience.</li><li>Working experience in skills development project will be an added advantage.</li></ul>
Cleaner	01	<ul style="list-style-type: none"><li>Minimum Class VIII and Minimum 3 years' relevant experience.</li><li>Working experience in skills development project will be an added advantage.</li></ul>
Application Closing Date and Time	:	Application shall be submitted in hard copies to the office of the Chief Coordinator before 4.00 pm on 01 April 2026 in sealed envelope clearly marked "Application for the Selection of [Name of Position]." Contact address with email and mobile number of the applicant should be written on the left side of the A4 Size Envelope Necessary document in support of educational qualification, experience and skills have to be submitted.
Name and Designation of Official Inviting Recruitment	:	Lt Col Md. Mahtabul Haq, psc (Retd) Chief Coordinator SICIP-BACCO Program
Address of the Official Inviting Recruitment	:	House 39 (2nd Floor), Road 13/15, Block D, Banani, Dhaka -1213, Bangladesh

Job Location : Dhaka, with a field visit as per program requirements  
Job Type : Contractual (Yearly)  
Job Duration : Renewable based on annual performance evaluation  
Salary : As per the program budget  
Other Benefits : As per the program policies

The recruitment entity reserves all the right to accept or reject any or all the Applications without assigning any reason whatsoever.