



BPI-SICIP PROGRAM
Bangladesh Petroleum Institute (BPI)
Energy & Mineral Resources Division
Sector-8, Plot-5A, Uttara Model Town, Dhaka-1230
Tel: 41090035, Fax: 8933336
Web: bpi.gov.bd



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Recruitment Notice

Ministry / Division	:	Energy & Mineral Resources Division
Implementing Agency	:	BPI-SICIP
Program Name	:	Skills for Industry Competitiveness and Innovation Program (SICIP). Program Implementation Unit (PIU), BPI-SICIP
Scheme Name	:	Expansion of Skills for Employment and Socially Inclusive Training for Priority and Emerging Sectors

IMPORTANT FOR APPLICANT: Bangladesh Petroleum Institute (BPI) invites applications from eligible Bangladeshi nationals for recruitment on a contractual basis under the Program Implementation Unit (PIU) of the Skills for Industry Competitiveness and Innovation Program (SICIP), in accordance with the approved Business Plan (BP) and program guidelines.

Position	No.	Minimum Qualification and Experience
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Program Implementation Unit (PIU) for BPI-SICIP

1. Officer (Job Placement and Database)	1	Key Responsibilities: <ul style="list-style-type: none">• Ensure appropriate selection, enrolment, assessment, and completion of trainees in line with approved Business Plan targets, with special emphasis on women and disadvantaged groups.• Support Training Institutes (TIs) in implementing training programs in accordance with approved Business Plans, MoUs, competency standards, and learning materials• Monitor and ensure achievement of job placement targets as set in the Business Plan.• Maintain and regularly update trainee and employment data (placement, wage, employment status) using SICIP-provided trainee management software.• Develop and maintain strong linkages with employers and industry to enhance employment opportunities for graduates.• Coordinate closely with job placement focal persons at Training Institutes.• Support trainees in CV preparation, interview readiness, and industry exposure visits.• Prepare and submit regular job placement reports including wage levels and employment status.• Organize job fairs, employer meetings, and industry engagement events as per the Business Plan.
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		<ul style="list-style-type: none"> • Perform any other duties assigned by the Chief Coordinator and the Skills Development Coordination and Monitoring Unit (SDCMU) for effective program implementation. <p>Qualifications & Experience:</p> <ul style="list-style-type: none"> • Bachelor’s degree from a recognized university • Minimum 3+ years of relevant professional experience • Experience in skills development or donor-funded projects will be considered an added advantage
<p>2. Officer (Admin and Logistic)</p>	<p>1</p>	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Manage day-to-day administrative operations of the PIU to ensure smooth program implementation • Oversee office logistics for trainings, meetings, workshops, and other program activities • Maintain inventory of office assets, supplies, and equipment • Arrange logistics support (vehicles, venue, refreshments, materials) for meetings and events • Prepare and maintain administrative records, reports, and official documentation • Maintain logbooks and usage records of PIU vehicles • Coordinate with PIU staff to ensure compliance with administrative and logistics procedures • Prepare cleaning schedules and duty rosters for office attendants and cleaners • Perform any other duties assigned by the Chief Coordinator and SDCMU in support of the program <p>Qualifications & Experience:</p> <ul style="list-style-type: none"> • Bachelor’s degree from a recognized university • Minimum 3+ years of relevant professional experience • Experience in skills development or donor-funded projects will be an added advantage
<p>3. Data Entry Operator</p>	<p>1</p>	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Enter and update training-related data into the SICIP Training Management Software • Type, format, and prepare documents in Bangla and English • Prepare Excel spreadsheets and other digital documents as required • Assist PIU staff in maintaining files, scanning, printing, and photocopying program documents • Provide computer-related support to program personnel <p>Qualifications & Experience:</p> <ul style="list-style-type: none"> • Minimum Higher Secondary Certificate (HSC) or equivalent • Recognized Computer Fundamentals Training Course

		<ul style="list-style-type: none"> • Minimum 3+ years of relevant work experience • Experience in skills development projects will be an added advantage
4. Office Attendant	1	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Type, format, and prepare documents in Bangla and English • Assist PIU staff in maintaining files, scanning, printing, and photocopying program documents • Provide computer-related support to program personnel • Open and close office rooms with 24 hours security checkup • Keep the office rooms, equipment, documents secured, clean and always in order • Work as messenger to send documents, parcels etc. through courier and post offices • Work whenever and wherever asked to help PIU staffs to implement the program. <p>Qualifications & Experience:</p> <ul style="list-style-type: none"> • Minimum HSC or equivalent • Computer literacy will be an added advantage • Must have knowledge of the security of office equipment • Must have a sense of tidiness • Must have a willingness to work in a stressful environment • Experience of working in any Government office will be an added advantage
5. Cleaner	1	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • General cleaning: Sweeping, mopping, vacuuming, and dusting office areas. • Restroom maintenance: cleaning washrooms, sinks, mirrors, and replenishing supplies. • Kitchen/pantry upkeep: Wiping counters, cleaning sinks, and maintaining appliances. • Trash management: Emptying bins, replacing liners, and disposing of waste properly. • Surface sanitation: Disinfecting frequently touched surfaces like door handles, desks, and phones. • Maintenance & Organization, Health & Safety, Professional Standards <p>Qualifications & Experience:</p> <ul style="list-style-type: none"> • Minimum Class VIII or equivalent • Must have experience in cleaning washrooms, surrounding premises, and office rooms • Must have knowledge of the security of office equipment • Must have a sense of tidiness • Must have a willingness to work in a stressful environment
Application Submission	:	Applications must be submitted in sealed envelopes to the office of the Chief Coordinator, PIU, BPI-SICIP, Plot-5A,

		<p>Sector -8, Uttara Model Town, Dhaka-1230 before 5th April 2026 by 5:00 PM.</p> <p>The envelope must clearly be marked: “Application for the Position of, PIU, BPI-SICIP”</p> <p>The applicant’s contact address, email address, and mobile number must be written on the left side of the A4-size envelope.</p> <p>Applicants must enclose copies of all relevant educational certificates, experience certificates, and supporting documents.</p> <p>Late or incomplete applications shall not be considered.</p> <p>Or Apply online at Link: https://hotjobs.bdjobs.com/jobs/bpiscip/bpiscip1.htm</p>
Contact details of the Official Inviting Recruitment	:	Plot-5A, Sector - 8, Uttara Model Town, Dhaka-1230.
<p>Right of the Authority The recruitment authority reserves the right to accept or reject any application, or to cancel the recruitment process, in whole or in part, without assigning any reason whatsoever.</p>		

Summ 10.03.2026

(Md. Rais Uddin Bhuiyan Shaheen)
Director (Administration & Training)
Bangladesh Petroleum Institute
Chairperson, Staff Recruitment
Committee
PIU, SICIP-BPI Program