



## SICIP-BWCCI Program

Plot#02, Road# 23/C Gulshan-1, Dhaka-1212

WWW.BWCCI-BD.org

Memo no: SICIP-BWCCI/Recruitment/WIELD Staff/2025/01 (A)

Date: 19/05/2025

### Recruitment Notice

SICIP-BWCCI Program is responsible for providing market driven skills training programs including job placement services. SICIP-BWCCI Program is now looking for filling up the following vacant positions for BWCCI's own training institute "Women Institute for Entrepreneurship and Leadership Development (WIELD), Islampur, Shahpara, Thana: Bason, Gazipur Sadar

Program Name	:	Skills for Industry Competitiveness and Innovation Program (SICIP)
Agency	:	Bangladesh Women Chamber of Commerce and Industry (BWCCI)
Scheme Name	:	Expansion of skills for Employment and Socially Inclusive Training for Priority and Emerging Sectors

#### Information for Applicant

Position	No.	Minimum Qualification and Experience
Lead Trainer Occupation: 1. Beautification & Entrepreneurship Development, 2. Fashion Design, Product Development and Entrepreneurship Development	02	<ul style="list-style-type: none"> <li>Bachelor's Degree or Diploma in the respective field with a minimum 05 years' experience for Lead Trainer. Educational qualification might be relaxed in case of highly experienced trainers and/or unavailability of trainers in the locality.</li> <li>Female trainers will be given preference if the qualification matches</li> <li>Trainers having teaching and entrepreneurship development experience will be given preference</li> </ul>
Associate Trainer Occupation: 1. Beautification & Entrepreneurship Development, 2. Fashion Design, Product Development and Entrepreneurship Development	02	<ul style="list-style-type: none"> <li>Bachelor's Degree or Diploma in the respective field with a minimum 03 years' experience for Associate Trainer.</li> <li>Educational qualification might be relaxed in case of highly experienced trainers and/or unavailability of trainers in the locality.</li> <li>Female trainers will be given preference if the qualification matches</li> <li>Trainers having teaching and entrepreneurship development experience will be given preference</li> </ul>
Hostel Super cum Center In Charge	01	<ul style="list-style-type: none"> <li>Master's degree in any discipline with at least 05 years of experience in a related field.</li> <li>Working experience in skills development project will be an added advantage</li> <li>Only Female candidates are encouraged to apply</li> </ul>
Accountant	01	<ul style="list-style-type: none"> <li>Masters/MBA/MBS in Accounting/Finance with a minimum of 03 years, or a Bachelor's degree in Accounting/Finance with at least 05 years of experience in a related field</li> <li>Female candidates will get preference</li> </ul>
Cook	02	<ul style="list-style-type: none"> <li>Minimum VIII passed with at least 05 years' experience in cooking food and snacks for around 100 people everyday</li> <li>Female candidates will get preference</li> </ul>
Support Staff	02	<ul style="list-style-type: none"> <li>H.S.C in any discipline with at least 05 years of working experience in the same position</li> <li>The Candidates having experience as electrician or plumber will get preference</li> <li>Female candidates are encouraged to apply</li> </ul>
Security Guard	05	<ul style="list-style-type: none"> <li>Minimum S.S.C passed with at least 05 years' experience as Security Guard of training Center/Institution</li> <li>Female candidates will get preference</li> </ul>
Cleaner	02	<ul style="list-style-type: none"> <li>Minimum VIII passed with at least 03 years' experience in cleaning and maintenance of training Center/Institution</li> <li>Female candidates will get preference</li> </ul>
Application Closing Date and Time		Application shall be submitted to the office of the Chief Coordinator before 4.00 pm on 01st June 2025 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 & Designation of Official Inviting Recruitment		Rifat Akhter, Chief Coordinator SICIP-BWCCI Program
Address of Official Recruitment		Plot#02, Road# 23/C Gulshan-1, Dhaka-1212

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