



SICIP-BASIS Program

BDBL Bhaban (Level -3),12 Kawran Bazar, Dhaka-1215
www.basis.org.bd

Ref No: SICIP-BASIS/2025/11

Date: 10.03.2025

Recruitment Notice

Program Name	:	Skills for Industry Competitiveness and Innovation Program (SICIP)
Agency	:	Bangladesh Association of Software and Information Services (BASIS)
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
Program Implementation Unit (PIU) for SICIP-BASIS Program		
Assistant Coordinator (Training, Assessment and Monitoring)	01	<ul style="list-style-type: none">• Master's degree in relevant discipline with at least 3 years, or Bachelor of Science in Engineering with experience of 3 years and 7 years' experience for Bachelor's degree in relevant sector will be eligible.• Working experience in skills development project will be an added advantage.• Strong Communication, interpersonal and computer skills is essential
Officer (Job Placement, IT & Database)	01	<ul style="list-style-type: none">• Bachelor of Science in Engineering with experience of 3 years, or a Bachelor's degree with 5 years of experience in a related field.• Working experience in skills development project will be an added advantage• Strong Communication, interpersonal and computer skills is essential
Officer (Accounts & Procurement)	01	<ul style="list-style-type: none">• Bachelor/BBA in Accounting/Finance with 5+ years working experience in relevant field.• Working experience in skills development project will be an added advantage• Strong Communication, interpersonal and computer skills is essential
Officer (Admin and Logistics)	01	<ul style="list-style-type: none">• Bachelor's degree with minimum 5 years of experience in relevant field.• Working experience in skills development project will be an added advantage.• Strong Communication, interpersonal and computer skills is essential
Center In Charge (CIC)	01	<ul style="list-style-type: none">• Bachelor's degree in any discipline with at least 3+ years of experience in a related field.• Working experience in skills development project will be an added advantage.• Strong Communication, interpersonal and computer skills is essential
Support Staff	01	<ul style="list-style-type: none">• Minimum S.S.C.• Minimum 3 years' relevant experience.• Working experience in skills development project will be an added advantage.
Office Attendant	01	<ul style="list-style-type: none">• Minimum S.S.C.• Minimum 3 years' relevant experience.• Working experience in skills development project will be an added advantage.
Cleaner	01	<ul style="list-style-type: none">• Minimum Class VIII.• Minimum 3 years' relevant experience.• Working experience in skills development project will be an added advantage.
Application Closing Date and Time	:	Application shall be submitted to the office of the Chief Coordinator before 4.00 pm on 18 March 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 and Designation of Official Inviting Recruitment	:	Khaleda Begum Chief Coordinator SICIP-BASIS Program
Address of official Inviting: Recruitment	:	BDBL Bhaban (Level -3),12 Kawran Bazar, Dhaka-1215

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