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SICIP-BGMEA program

BGMEA Complex, House # 7/7A, Sector # 17

Block # H-1, Uttara, Dhaka - 1230, Bangladesh.

Web: www.bgmea.com.bd & www.sicip.gov.bd

Ref No: SICIP/BGMEA/PIU/RC/2025/07

Date: 01.02.2025

Recruitment Notice

Program Name	:	Skills for Industry Competitiveness and Innovation Program (SICIP)
Agency	:	Bangladesh Garment Manufacturers & Exporters Association (BGMEA)
Scheme Name	:	Expansion of Skills for Employment and Socially Inclusive Training for Priority and Emerging Sectors.

INFORMATION FOR APPLICANT

Name of the Position	No	Minimum Qualification & Experience
Asst. Coordinator (Training, Monitoring & Assessment)	01 (one)	<ul style="list-style-type: none"> Bachelor of Science in Engineering with experience 3 years or 7 years' experience for Bachelor's degree in relevant sector. or, Master's degree with 05 years training experience will also be eligible. Working experience in skills development/training project will be an added advantage.
Asst. Coordinator (Job Placement & Database)	01 (one)	<ul style="list-style-type: none"> Master's degree in any discipline with at least 5 years, or a Bachelor's degree with 7 years of experience in a related field. Working experience in skills development project will be an added advantage.
Officer, Admin & Logistic	01 (one)	<ul style="list-style-type: none"> Bachelor's degree with 5+ years of experience in relevant field. Working experience in skills development project will be an added advantage.
Officer, Finance & Procurement	01 (one)	<ul style="list-style-type: none"> Bachelors/BBA in Accounting/Finance with a 5+ years of relevant experience. Working Experience in skills development project will be an added advantage.
Data Entry Operator	01 (one)	<ul style="list-style-type: none"> Minimum H.S.C. with Computer Fundamental Training course. Minimum 3 years of relevant experience. Working experience in skills development project an added advantage.
Office Attendant	01 (one)	<ul style="list-style-type: none"> Minimum S.S.C. Minimum 3 years of relevant experience. Working experience in skills development project an added advantage.
Cleaner	01 (one)	<ul style="list-style-type: none"> Minimum 3 years of relevant experience. Working experience in skills development project an added advantage.

Application Instruction and Closing Date & Time	:	Application shall be submitted to the office of the Chief Coordinator, before 5.00 pm on 13 February, 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 left side of the A4 Size Envelope . Necessary document in support of educational qualification, experience and skills certificates, one recent passport size photograph, copy of national ID card and other related documents have to be submitted.
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Name & Designation of Official Inviting Recruitment	:	Munir Chowdhury Chief Coordinator SICIP-BGMEA program
Address of Official Inviting Recruitment	:	BGMEA Complex, House # 7/7A, Sector # 17 Block # H-1, Uttara, Dhaka - 1230, Bangladesh.

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

SICIP-BGMEA Online Job Circular

SL	Name of Post	Link
1	Asst. Coordinator (Training, Monitoring & Assessment)	https://www.jobmedia.com.bd/job/20839
2	Asst. Coordinator (Job Placement & Database)	https://www.jobmedia.com.bd/job/20840
3	Officer, Admin & Logistic	https://www.jobmedia.com.bd/job/20841
4	Officer, Finance & Procurement	https://www.jobmedia.com.bd/job/20842
5	Data Entry Operator	https://www.jobmedia.com.bd/job/20843
6	Office Attendant	https://www.jobmedia.com.bd/job/20844
7	Cleaner	https://www.jobmedia.com.bd/job/20845

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Nature of Business

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Corporate Office

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Address

Dhaka, Dhaka, Dhaka.

Asst. Coordinator (Training, Monitoring & Assessment)

Development

Published: February 1, 2025

Apply Now

Deadline: February 13, 2025

Salary
Negotiable

Experience
5 year(s)

Employment
Full Time

Vacancy
01

Gender
both

Age
-

Job Responsibilities:

Education Qualification:

Bachelor of Science in Engineering with experience 3 years or 7 years' experience for Bachelor's degree in relevant sector. or, Master's degree with 05 years training experience will also be eligible.

Compensation & other benefit:

As per institute policy

Other Information:

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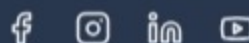
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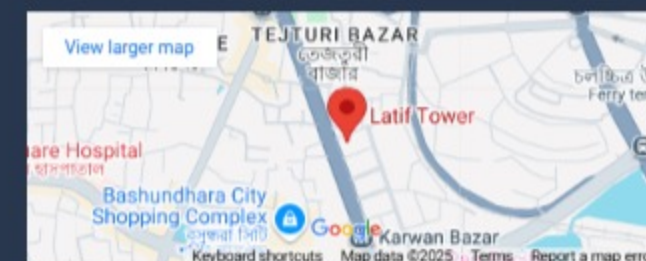
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Corporate Office

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Address

Dhaka, Dhaka, Dhaka.

Asst. Coordinator (Job Placement & Database)

Administrative

Published: February 1, 2025

Apply Now

Deadline: February 13, 2025

Salary Negotiable

Experience 5-7 Years

Employment Full Time

Vacancy 01

Gender both

Age -

Job Responsibilities:

Education Qualification:

Master's degree in any discipline with at least 5 years, or a Bachelor's degree with 7 years of experience in a related field. Working experience in skills development project will be an added advantage.

Compensation & other benefit:

As per institute policy

Other Information:

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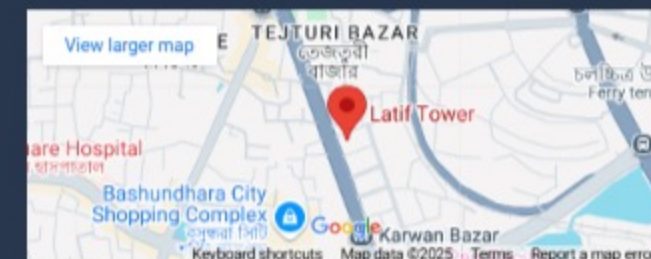
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Address

Dhaka, Dhaka, Dhaka.

Officer, Admin & Logistic

Administrative

Published: February 1, 2025

Apply Now

Deadline: February 13, 2025

Salary
Negotiable

Experience
5 year(s)

Employment
Full Time

Vacancy
01

Gender
both

Age
-

Job Responsibilities:

Education Qualification:

- Bachelor's degree with 5+ years of experience in relevant field.
- Working experience in skills development project will be an added advantage.

Compensation & other benefit:

As per institute policy

Other Information:

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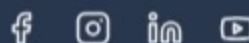
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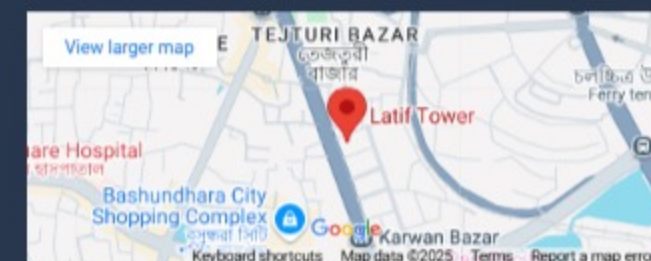
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Address

Dhaka, Dhaka, Dhaka.

Officer, Finance & Procurement

Finance & Procurement

Published: February 1, 2025

Apply Now

Deadline: February 13, 2025

Salary
Negotiable

Experience
5 year(s)

Employment
Full Time

Vacancy
01

Gender
both

Age
-

Job Responsibilities:

Education Qualification:

Bachelors/BBA in Accounting/Finance with a 5+ years of relevant experience. Working Experience in skills development project will be an added advantage.

Compensation & other benefit:

As per institute policy

Other Information:

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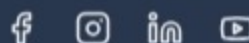
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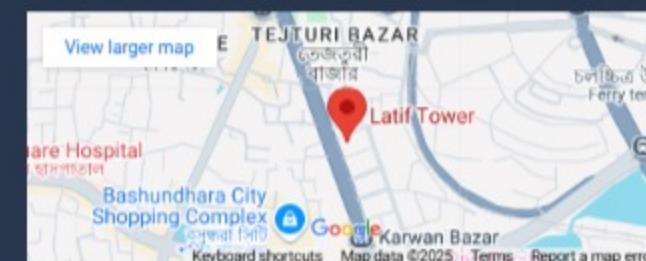
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Address

Dhaka, Dhaka, Dhaka.

Data Entry Operator
Data Entry & Computer Operator

Published: February 1, 2025

Apply Now

Deadline: February 13, 2025

Salary
Negotiable

Experience
3 years

Employment
Full Time

Vacancy
01

Gender
both

Age
-

Job Responsibilities:

Education Qualification:

- Minimum H.S.C. with Computer Fundamental Training course.
 - Minimum 3 years of relevant experience.
- Working experience in skills development project an added advantage.

Compensation & other benefit:

As per institute policy

Other Information:

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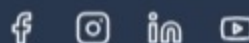
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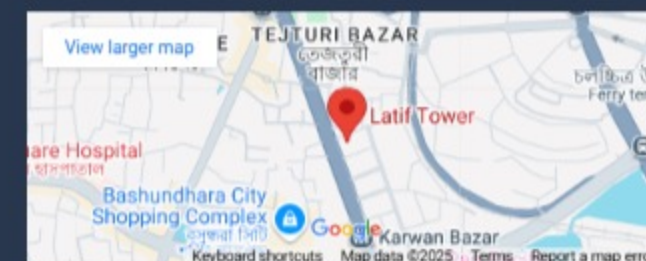
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Address

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Office Attendant

Administrative

Published: February 1, 2025

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Deadline: February 13, 2025

Salary
Negotiable

Experience
3 years

Employment
Full Time

Vacancy
01

Gender
both

Age
-

Job Responsibilities:

Education Qualification:

- Minimum S.S.C.
- Minimum 3 years of relevant experience. Working experience in skills development project an added advantage.

Compensation & other benefit:

As per institute policy

Other Information:

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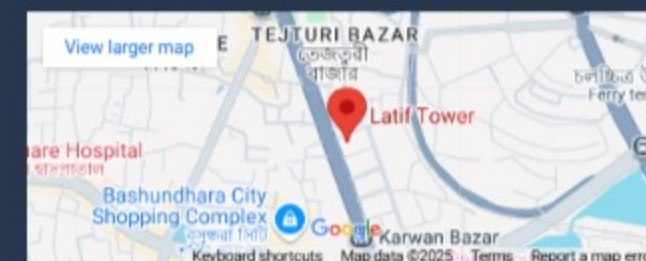
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Address

Dhaka, Dhaka, Dhaka.

Cleaner

Cleaner

Published: February 1, 2025

Apply Now

Deadline: February 13, 2025

Salary Negotiable

Experience 3 years

Employment Full Time

Vacancy 01

Gender both

Age -

Job Responsibilities:

Compensation & other benefit:

As per institute policy

Other Information:

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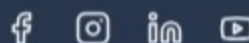
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