



## SICIP-BASIS Program

BDBL Bhaban (Level -3),12 Kawran Bazar, Dhaka-1215

www.basis.org.bd

Ref No: SICIP-BASIS/PIU/2026/10

Date: 14.06.2026

### Recruitment Notice

<b>Program Name</b>	:	Skills for Industry Competitiveness and Innovation Program (SICIP)
<b>Agency</b>	:	Bangladesh Association of Software and Information Services (BASIS)
<b>Scheme Name</b>	:	Expansion of Skills for Employment and Socially Inclusive Training for Priority and Emerging Sectors.

#### INFORMATION FOR APPLICANT

##### Program Implementation Unit (PIU) for SICIP-BASIS Program

Position	No	Minimum Qualification and Experience
Assistant Coordinator (Training, Assessment and Monitoring)	01	<ul style="list-style-type: none"><li>Master's degree in any discipline with at least 5 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.</li><li>Working experience in skills development project will be an added advantage.</li></ul>
Officer (Job Placement, IT & Database)	01	<ul style="list-style-type: none"><li>Master's degree in any discipline with at least 3 years, or a Bachelor's degree with 5 years of experience in a related field.</li><li>Working experience in skills development project will be an added advantage.</li></ul>
Officer (Accounts & Procurement)	01	<ul style="list-style-type: none"><li>Bachelor/BBA in Accounting/Finance with 5+ years working experience in relevant field.</li><li>Working experience in skills development project will be an added advantage.</li></ul>
Officer (Admin and Logistics)	01	<ul style="list-style-type: none"><li>Bachelor's degree with minimum 5 years of experience in relevant field.</li><li>Working experience in skills development project will be an added advantage.</li></ul>
Center In Charge (CIC)	01	<ul style="list-style-type: none"><li>Bachelor's degree in any discipline with at least 3+ years of experience in a related field.</li><li>Working experience in skills development project will be an added advantage.</li></ul>
Support Staff	01	<ul style="list-style-type: none"><li>Minimum S.S.C.</li><li>Minimum 3 years' relevant experience.</li><li>Working experience in skills development project will be an added advantage.</li></ul>
Office Attendant	01	<ul style="list-style-type: none"><li>Minimum S.S.C.</li><li>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.</li><li>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	:	<p>Interested candidates are requested to submit a detailed Curriculum Vitae (CV) along with copies of all relevant supporting documents, including educational certificates, experience certificates, training certificates, National ID, and any other documents demonstrating the required qualifications, skills, and experience.</p> <p>Applications must be submitted in a sealed A4-size envelope to the Office of the Chief Coordinator on or before 4:00 PM on <b>28 June 2026</b>. The envelope should be clearly marked with "Application for the Position of [Name of Position]".</p> <p>The applicant's name, mailing address, email address, and mobile number must be clearly written on the left side of the envelope.</p> <p>Incomplete applications or applications received after the deadline may not be considered.</p>
Name and Designation of Official Inviting Recruitment	:	<b>Khaleda Begum</b> 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.