



## SICIP-KWT Program

House-13, Road-4, Block-F, Sector-1, Jahurul Islam City, Aftabnagar, Badda, Dhaka-1212

Tel: (880-2) 7633545-46; Fax: (880-2) 7635024

Website: www.kumudini.org.bd

Ref. No: SICIP-KWT/PIU RECRUITMENT-01/2025/03

Date: 04.02.2025

### Recruitment Notice

Program Name	:	Skills for Industry Competitiveness and Innovation Program (SICIP)
Agency	:	Kumudini Welfare Trust of Bengal (BD) Ltd. (KWT)
Scheme Name	:	Expansion of Skills for Employment and Socially Inclusive Training for Priority and Emerging Sectors

Information for Applicant		
Program Implementation Unit (PIU) for SICIP-KWT Program		
Position	No.	Minimum Qualification and Experience
Asst. Coordinator- Training, Assessment & Monitoring	01	<ul style="list-style-type: none"><li>• Master's degree in any discipline with at least 05 years of experience or Bachelor's degree with 07 years of experience in a relevant field.</li><li>• Working experience in skills training program and development field will be an added advantage.</li></ul>
Officer Finance & Procurement	01	<ul style="list-style-type: none"><li>• Master's/MBA in Accounting/Finance with at least 05 years of relevant experience, or a Bachelor's degree in a related field with 07 years of experience in finance and account management.</li><li>• Working Experience in skills development project will be an added advantage.</li></ul>
Officer Admin & Logistics	01	<ul style="list-style-type: none"><li>• Master's degree in any discipline with at least 03 years, or a Bachelor's degree with 05 years of experience in relevant field.</li><li>• Working experience in skills development project will be an added advantage.</li></ul>
Data Entry Operator	01	<ul style="list-style-type: none"><li>• Minimum H.S.C. with Computer Fundamental Training course.</li><li>• Minimum 3 years of relevant experience.</li><li>• Working experience in skills development project will be added advantage.</li></ul>
Center In-charge cum Accountant	02	<ul style="list-style-type: none"><li>• Bachelor's degree in any discipline with 03+years of relevant experience</li><li>• BBA in Accounting/Management/Finance is preferred</li><li>• Working Experience in skills development project will be an added advantage.</li></ul>
Lab Attendant	01	<ul style="list-style-type: none"><li>• Higher Secondary Certificate (HSC) Pass with 03+ years of relevant experience</li><li>• Working Experience in skills development project will be an added advantage.</li></ul>
Office Attendant	03	<ul style="list-style-type: none"><li>• Secondary School Certificate (SSC) Pass. Relevant experience is preferable.</li></ul>
Cleaner	03	<ul style="list-style-type: none"><li>• Class -V Pass (minimum). Relevant experience is preferable.</li></ul>
Application Closing Date and Time		Application Shall be submitted to the office of the Chief Coordinator before 05:00 pm on 10 February 2025 in sealed envelope clearly marked: <b>Application for the Selection of "[Name of Position]"</b> . 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		Mozharul Islam Chief Coordinator SICIP-KWT Program
Address of Official Inviting Recruitment		House-13, Road-4, Block-F, Sector-1, Jahurul Islam City, Aftabnagar, Badda, Dhaka-1212.
The recruitment entity reserves all the right to accept or reject any or all the application without assigning any reasons whatsoever.		