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## Career Opportunity of AEOSIB-SEIP

"Skills for Employment Investment Program" - SEIP, AEOSIB part is urgently looking for its Project Implementation Unit-PIU two (2) full time employees up to the project period for the position of **"Assistant Coordinator-Training, Monitoring & Assessment (01)."** The candidate must have Master in any discipline with at least 5 years working experience in monitoring and evaluation or Bachelor degree with 8 years working experience in relevant field. Other position is **"Cleaner (01)."** The candidate must have minimum class-08 pass certificate with at least 2 years working experience in relevant field. Conversant with goverment skill development project activities in similar program will add advantage. The interested candidates need to send CV along with academic & work experience certificates to [aeosib.seip@gmail.com](mailto:aeosib.seip@gmail.com) or hard copy to **"Chief Coordinator"**, AEOSIB-SEIP Office (Level-10), 21/22 Akhtaruzzaman Center, Agrabad C/A, Chattogram- 4100. **Application Deadline: 17<sup>th</sup> October 2022 (03:00 PM).** For details: <http://www.aeosib-seip.org/> and <https://seip-fd.gov.bd/>



## Job Description(s)

**(i) Position: Asst. Coordinator-Training, Monitoring, and Assessment.**

The major tasks of the Asst. Coordinator-Training, Monitoring, and Assessment will include the following:

1. Prepare training plan, design and develop training programs, organize training courses and ensure participation of trainees and monitor the quality of the training courses as per the Business Plan;
2. Search for demand-based training opportunities for the trainees and provide necessary information and guidance for self-employment as well as job creation after the training course;
3. Conduct needs assessment and identifies skills or knowledge gaps that need to be addressed during the training course;
4. Design, prepare, revise training materials including training modules;
5. Assess instructional effectiveness and summarize pre and post evaluation reports determining the impact of training on employee skills and how it affects KPI (Key Performance Indicators);
6. Maintain updated curriculum database and training records;
7. Take necessary measures for selecting the Training Service Providers (TSPs), expert trainers, training institutions, drafting TOR for the selected TSPs and trainers, and take necessary measures for assessment of the trainees by the external and qualified assessors;
8. Assist in developing monitoring tools for effectively monitoring training activities during the implementation of the program;
9. Monitor the training programs from selecting training participants, enrollment, certification and job placement and retention up to 3 months;
10. Keep records of training courses and monitoring tools and prepare monitoring reports of all activities;
11. Perform any other tasks assigned by the coordinator- Training, Monitoring & Assessment, and the Chief Coordinator.

**(ii) Position: Cleaner.**

The major tasks of the Cleaner will include the following:

1. Support other PIU staffs in their regular duties;
2. Distribute various documents to departments;
3. Keep the offices clean and tidy and serving refreshments, etc.
4. Perform any other tasks assigned by the Chief Coordinator.