



BKMEA
"Working Today to Shine Tomorrow"

SICIP-BKMEA Program

Planners Tower (5th Floor), 13/A Sonargaon Road, Banglamotor, Dhaka-1000

www.bkmea.com

Ref No: SICIP-BKMEA/2025/04/3067

Date: 22.04.2025

Recruitment Notice

Program Name	:	Skills for Industry Competitiveness and Innovation Program (SICIP)
Agency	:	Bangladesh Knitwear Manufacturers and Exporters Association (BKMEA)
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-BKMEA Program

Position	No	Minimum Qualification and Experience
Asst. Coordinator (Training, Assessment and Monitoring)	01	<ul style="list-style-type: none"> Bachelor of Science in Engineering with experience 3 years and 7 years' experience for Bachelor's degree in relevant sector. Master's degree with 05 years training experience will also eligible. Working experience in skills development project will be an added advantage. Strong Communication, interpersonal and computer skills is essential.
Asst. Coordinator (Finance & Procurement)	01	<ul style="list-style-type: none"> Bachelor/BBA in Accounting/Finance with a 7+ years of relevant experience. Master's degree in a relevant field with at least 05 years' experience. Working experience in skills development project will be an added advantage. Strong Communication, interpersonal and computer skills is essential.
Asst. Coordinator (Job Placement & Database)	01	<ul style="list-style-type: none"> Master's degree in any discipline with at least 05 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. Strong Communication, interpersonal and computer skills is essential.
Officer (Admin and Logistics)	01	<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. Strong Communication, interpersonal and computer skills is essential.
Data Entry Operator	01	<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 will be an added advantage.
Office Attendant	01	<ul style="list-style-type: none"> Secondary School Certificate (S.S.C) with 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 3 years' of working experience in relevant field is preferable.

Application Closing Date and Time	:	Application shall be submitted to the office of the Chief Coordinator before 4.00 pm on 30 April 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 documents in Support of educational qualification, experience and skills have to be submitted.
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Name and Designation of Official Inviting Recruitment	:	Engr. Rupali Biswas Chief Coordinator SICIP-BKMEA Program
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Address of official Inviting Recruitment	:	Bangladesh Knitwear Manufacturers and Exporters Association (BKMEA), Planners Tower (5th Floor), 13/A Sonargaon Road, Banglamotor, Dhaka-1000
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The recruitment entity reserves all the right to accept or reject any or all the Applications without assigning any reason whatsoever.