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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.



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

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

Date: 03.02.2025

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	Name of the Course	Minimum Qualification & Experience
Lead Trainer	Basic Level Skills Course: 1. Sewing Machine operation (Lingerie) 2. Sweater Linking Operation 3. Computerized Sweater Machine operation (Jacquard Machine) 4. Advanced Sewing Machine Operation (Multi Skill)	<ul style="list-style-type: none"> The minimum educational qualification will be a Diploma/HSC with 3 years of relevant industry experience.
Assistant Trainer		<ul style="list-style-type: none"> The minimum educational qualification will be a Diploma/HSC with 3 years of relevant industry experience.
Lead Trainer	Mid-Level Skills Course: 1. Supply Chain Management & Production planning 2. Industrial Engineering & Lean Manufacturing 3. Advanced Garments Quality Control Management 4. Business Development & Merchandising 5. Social Compliance & Environmental Management	<ul style="list-style-type: none"> The minimum qualification will be a Master's Degree in a relevant subject with 5 years of relevant industry experience/Bachelor's Degree in a relevant subject with 7 years of relevant industry experience.
Assistant Trainer		<ul style="list-style-type: none"> The minimum qualification will be a Master's Degree in a relevant subject with 5 years of relevant industry experience/Bachelor's Degree in a relevant subject with 7 years of relevant industry experience.
Lead Trainer	Advanced Level Skills Course: 1. 3D Fashion Design 2. Jacquard Programming 3. Advanced pattern-making with CAD	<ul style="list-style-type: none"> The minimum qualification will be a Master's Degree in a relevant subject with 5 years of relevant industry experience/Bachelor's Degree in a relevant subject with 7 years of relevant industry experience.
Assistant Trainer		<ul style="list-style-type: none"> The minimum qualification will be a Master's Degree in a relevant subject with 5 years of relevant industry experience/Bachelor's Degree in a relevant subject with 7 years of relevant industry experience.
Application Instruction and Closing Date & Time	:	The application shall be submitted to the office of the Chief Coordinator before 5.00 pm on 11 February, 2025 in sealed envelope clearly marked " Application for the Selection of [Name of Position & Name of the Course]. " 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.
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.
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