



Leathergoods And Footwear Manufacturers  
& Exporters Association of Bangladesh



## VACANCY ANNOUNCEMENT

“Skills for Employment Investment Program” SEIP-LFMEAB Project is urgently looking for a fulltime employee for the following position at its Project Implementation Unit (PIU) in Dhaka.

### **Position: Coordinator- Job Placement, Database & Procurement**

#### **Qualifications**

Master in any discipline with 07 years relevant experience or Bachelor degree with 12 years of working experience. Knowledge and skills in IT are essential.

#### **Job responsibilities**

1. Plan and coordinate job placement support service to ensure at least 60% job placement of trainees’ enrolling and retention in jobs for at least three months;
2. Prepare database of the industries where trainees can be employed;
3. Develop dynamic linkages with the Human Resource Department Personnel of the industries and identify job vacancies in industry and preparing trainees for interviews;
4. Disseminate training outcomes or skill levels of certified trainees to the employers/ the industries where trainees can be employed;
5. Prepare job placement documents as per project requirement;
6. Visit training centers to verify job placement related parameters as per SEIP guideline
7. Prepare and maintain the database and assist tracking of the successful trainees based on the trainee tracking software provided;
8. Manage and coordinate all procurement and contractual aspects of project-related goods, equipment in accordance with government procurement guidelines;
9. Maintain and closely monitor the data on job placement including wages/remuneration and other related information;
10. Update information on any changes in wages/remuneration of those getting jobs;

11. Closely monitor the effectiveness of job placement officer in enhancing job placements including developing network with employers;
12. Perform any other tasks assigned by the Chief Coordinator.

**No of Position**

01

**Employment Status**

Contractual

**Job Location**

Dhaka, with field visit as per project requirements

**Salary**

As per project budget

**Compensation & other benefits**

As per project/organizational policies

**Instruction for Applicants:** Prospective applicants need to send their CV along with a cover letter, copies of their educational certificates, experience certificates, NID and recent photo to the **President**, Leathergoods And Footwear Manufacturers & Exporters Association of Bangladesh (**LFMEAB**), LFMEAB-SEIP PIU, Flat no: 4A (4<sup>th</sup> Floor), House no: 12, Road no: 06, Block- C, Banani, Dhaka- 1213, Bangladesh through courier/postal services or send email to: **info.lfmeabseip@gmail.com** (all the documents in a single PDF file) mentioning applying position in the email subject line/top of the envelope. For details, please visit: [www.lfmeab.org](http://www.lfmeab.org) and [www.seip-fd.gov.bd](http://www.seip-fd.gov.bd)

**Last Date of Application:** 17-Feb-2022.



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“Skills for Employment Investment Program” SEIP-LFMEAB Project is urgently looking for a fulltime employee for the following position at its Project Implementation Unit (PIU) in Dhaka.

### **Position: Officer- Admin & Procurement**

### **Qualification**

Bachelor in any discipline with 5 years working experience in Admin and Logistics works.

### **Roles & Responsibilities**

1. Serve as key point of administrative contact and liaison with internal and external stakeholders;
2. Provide direct support to the project staff;
3. Conduct and administer the day-to-day activities of the project;
4. Facilitate logistics, resource management, procurement and administration procedures and documentation;
5. Maintain office equipment and inventory supplies, orders, and replacement of supplies under the project;
6. Perform miscellaneous job-related duties as assigned by the supervisor;
7. Work on HR related issues;
8. Organize meeting, special functions and social events as per need;
9. Directly Supervise office attendant;
10. Manage official vehicles and transportation schedule;
11. Perform any other tasks assigned by the Chief Coordinator.

### **No of Position**

01

### **Employment Status**

Contractual

### **Job Location**

Dhaka, with field visit as per project requirements

### **Salary**

As per project budget

### **Compensation & other benefits**

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### **Position: Cleaner**

### **Qualifications**

Ability to read and write.

### **Job responsibilities**

1. Clean the office;
2. Prepare official refreshments;
3. Arrange official resources as per instruction; and
4. Perform any other task assigned by the Officer- Admin & Procurement.

### **No of Position**

01

### **Employment Status**

Contractual

### **Job Location**

Dhaka

### **Salary**

As per project budget

### **Compensation & other benefits**

As per project/organizational policies

**Instruction for Applicants:** Contact directly to LFMEAB-SEIP PIU, Flat no: 4A (4<sup>th</sup> Floor), House no: 12, Road no: 06, Block- C, Banani, Dhaka- 1213, Bangladesh with your NID, recent passport size photo (02 copies), and Bio-Data. For details, please visit: [www.lfmeab.org](http://www.lfmeab.org) and [www.seip-fd.gov.bd](http://www.seip-fd.gov.bd)

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