

Team Composition & Qualification Requirements for the Key Experts

BAPA in consultation with SDCMU-SEIP will recruit core and support staffs. Recruitment committee will be constituted with the representatives of SEIP and BAPA. The core staffs will be recruited on competitive basis in accordance with the criteria outlined in the TOR attached herewith. The advertisement notice for recruitment will be floated in the widely circulated daily newspaper. The details job description and number of staff required against the positions have been stated below:

Position	Number	Job Description
Coordinator Finance	1 (one)	<p>The coordinator will be responsible for ensuring effective accounting and financial management system in agreement with the Skills Development Coordination and Monitoring Unit (SDCMU)-SEIP. He/She will (i) maintain documentation in agreed formats, (ii) prepare documents for internal and external auditing, (iii) closely monitor all payments and expenditures, (iv) prepare and submit annual work plan and budget (v) timely implementation of all financial activities as planned and (vi) timely submission of financial report. He/She will also participate in regular meetings organized by the SDCMU-SEIP related to financial management</p> <p>Qualification: Masters/MBA in Accounting/Finance with minimum 07 years working experience or Bachelor degree with 12 years working experience in managing finance and accounts</p>
Finance Officer	1 (one)	<p>The officer will follow effective accounting and financial management system in agreement with the Skills Development Coordination and Monitoring Unit (SDCMU)-SEIP as per instruction of coordinator. He/She will (i) maintain documentation in agreed formats, (ii) prepare documents for internal and external auditing, (iii) Ensure all payments and expenditures, (iv) Help to prepare annual work plan and budget (v) manage and coordinate all payments of contractual aspects of project-related goods & equipment in accordance with government procurement guidelines (vi) timely implementation of all financial activities as planned and (vii) helping for timely submission of financial report. He/She will also participate in regular meetings organized by the SDCMU-SEIP related to financial management (if needed)</p> <p>Qualification: Master's in Accountancy/Finance with accounts background and at least 5 years' similar experience</p>

Two copies
PP
Photograph

SEIP-BAPA JOB APPLICATION FORM

Position Applying for	:	
-----------------------	---	--

Personal Information:

Name of Candidate	:	
Father's Name:	:	
Mother's Name	:	
Address (Present)	:	
Address (Permanent)	:	
Date of Birth	:	
Tele/ Mobile Number	:	
E-Mail Address	:	
National ID Number	:	

Educational Information:

Name of Degree	Passing Year	Result	Institution

Training & Skills Information:

Training Title	Organization	Durations

Professional History:

a. Job Title:	Employer:	Total Years of Experience
Responsibilities:		
b. Job Title:	Employer:	Total Years of Experience
Responsibilities:		

Computer Skills:

References: (List of two references who is not relatives)

a) References	b) References		
Name: Designation: Phone Number: E-mail ID:		Name: Designation: Phone Number: E-mail ID:	

"I certify that all information stated in this resume is true and complete to the best of my knowledge. I authorize the organization to verify the information provided in this resume."

Signature:

Name:

Date: