



# PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

## Terms of Reference (ToR) of Coordinator (Finance & Procurement)

under the “Skills for Industry Competitiveness and Innovation Program (SICIP)” Project

### Basic Information:

Name of the Position	: Coordinator (Finance & Procurement)
Number of the Position	: 01 (One)
Highest Degree	: Master's or equivalent degree
Experiences	: Minimum 05 years
Age	: Maximum 45 years
Assignment Duration	: 01 (one) year (Annually renewable based on performance)
Duty Station	: Dhaka; Field visit is required across the country.

### 1.0 Background:

**Palli Karma-Sahayak Foundation (PKSF)**, an apex development organization established by the Government of the People's Republic of Bangladesh in 1990 has been implementing various development programs/projects for sustainable poverty reduction through its Partner Organizations (POs) all over the country.

PKSF has started implementing a 04 years project titled ‘**Skills for Industry Competitiveness and Innovation Program (SICIP)**’ jointly financed by the Government of Bangladesh (GoB) and the Asian Development Bank (ADB). The objectives of the project are to (i) deliver industry-relevant basic and mid-level skills training for priority and emerging industries and (ii) promote inclusive skilling and upskilling opportunities for women and socially disadvantaged groups through targeted training programs. This project will be implemented across the country through Partner Organizations (POs) of PKSF. For detailed information, please visit PKSF's website <https://www.pksf.org.bd>

### 2.0 Project Period:

The project period is 04 (four) years.

### 3.0 Duration:

The employee will be recruited initially for 01 (one) year with an opportunity for performance-based annual renewal during the project period.

### 4.0 Duty Station:

The employee will be stationed at Dhaka. S/he will have to travel anywhere in Bangladesh including the most remote areas as per instruction of the PKSF.

### 5.0 Major Responsibilities:

The coordinator (Finance & Procurement) will be responsible for ensuring effective accounting and financial management system in agreement with the guidelines provided by SDCMU-SICIP. He/she will also be responsible for ensuring the achievement of enrolment, training assessment and completion targets, and proper monitoring of training programs to ensure SICIP's quality standards. The followings are the major duties and responsibilities of the designated post:





- Implement the account and financial management system of the PIU according to SDCMU's guidelines;
- Ensure that all payments and expenditures comply according to SICIP's financial guidelines;
- Facilitate external audits, tracer studies, surveys, and similar activities;
- Maintain comprehensive records and documentation in prescribed formats and accounting software for financial transactions and procurement processes;
- Manage procurement activities in accordance with PPR guidelines;
- Ensure the timely execution of financial activities as planned;
- Ensure the timely submission of financial reports to the SDCMU;
- Ensure the achievement of trainee enrolment, assessment, and training completion targets, with particular attention to the targets set for women and disadvantaged groups;
- Follow SICIP's guideline to monitor the implementation of training programs, assessment and other related activities;
- Check out bills with required documents and ensure payment of TIs in due time;
- Ensure the achievement of job placement targets, with particular attention to women and disadvantaged groups;
- Conduct regular visits to partner training institutes to monitor the implementation of training programs;
- Carry out any other tasks assigned by the Chief Coordinator/management of PKSf.

#### **6.0 Academic Qualifications and Experience:**

- Masters/MBA in Accounting/Finance/Management with a minimum of 05 years of experience in relevant field.
- Candidates must possess a minimum of two first class or equivalent grade in their academic career.
- No third class or equivalent grade will be accepted at any level of education.
- Working Experience in skills development project implemented by the Government will be an added advantage.

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Palli Karma-Sahayak Foundation (PKSF)