



# PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

Terms of Reference (ToR) of

**Coordinator (Job Placement & Database)**

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

## Basic Information:

Name of the Position	: Coordinator (Job Placement & Database)
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:

Coordinators (Job Placement & Database) will 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:

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- Ensure the achievement of job placement targets, with particular attention to the targets set for men, women, and disadvantaged groups;
- Implement strategies for job placement support services, and monitor and analyze job placement data to assess the effectiveness of job placement strategies;
- Maintain and update the trainee database with detailed information on job placements, wages, and employment status, using the trainee management software provided by SICIP;
- Regularly report on job placement statistics, including wage changes and employment stability;
- Work closely with the persons assigned for job placement in TIs to achieve job placement target;
- Ensure the availability of competency standard, learning material and other training documents and activities at training centers;
- Follow SICIP's guideline to monitor the implementation of training programs, assessment and other related activities;
- Ensure that all payments and expenditures comply with the SICIP's financial guidelines;
- Check out bills with required documents and ensure payment of TIs in due time;
- Conduct regular visits to partner training institutes to monitor the implementation of training programs;
- Prepare and submit periodic reports for SDCMU highlighting all activities;
- Carry out any other tasks assigned by the Chief Coordinator/management of PKSf.

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

- Masters in Social Science/Business Administration/Business Studies with at least 05 year's working 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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**Md. Ziauddin Iqbal**  
 Senior General Manager (Program),  
 Palli Karma-Sahayak Foundation (PKSF)