



PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

Terms of Reference (ToR) of
Assistant Coordinator (Job Placement & Database)
under the “**Skills for Industry Competitiveness and Innovation Program (SICIP)**” Project

Basic Information:

Name of the Position	: Assistant Coordinator (Job Placement & Database)
Number of the Position	: 01 (One)
Highest Degree	: Master's or equivalent degree
Experiences	: Minimum 03 years
Age	: Maximum 42 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:

Assistant Coordinator (Job Placement & Database) will support the coordinator in ensuring the successful achievement of overall job placement targets and the targets set for different demographics and maintaining a comprehensive database of the trainees. The followings are the major duties and responsibilities of the designated post:

PKSF Bhaban, E-4/B, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh

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- 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;
- Submit report on job placement along with wage and status of employment;
- Perform internal data collection and reporting activities;
- Prepare a Data Processing Unit (DPU) for project;
- Develop and maintain a network with employers to increase job opportunities for trainees;
- Work closely with the Job Placement Officers of the training institutes to ensure effective job placement efforts;
- Assist in implementing strategies for job placement support services;
- Check out bills with required documents and ensure payment of TIs in due time;
- Assist in maintaining and updating trainee database with detailed information on job placements, wages, and employment status, using the trainee management software provided by SICIP;
- Assist in organizing periodic job fairs to bridge the gap between skilled trainees and industry needs;
- Carry out any other tasks assigned by the Chief Coordinator/management of PKSf.

6.0 Academic Qualifications and Experience:

- Master's degree in any discipline with at least 3 years of experience in relevant field.
- Candidates must possess a minimum of one 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.



Md. Ziauddin Iqbal
 Senior General Manager (Program),
 Palli Karma-Sahayak Foundation (PKSF)