



PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

Terms of Reference (ToR) of
Assistant Coordinator (Finance & Procurement)
under the “Skills for Industry Competitiveness and Innovation Program (SICIP)” Project

Basic Information:

Name of the Position	: Assistant Coordinator (Finance & Procurement)
Number of the Position	: 01 (One)
Highest Degree	: Master's or equivalent degree
Experiences	: Minimum 05 years
Age	: Maximum 45 years
Monthly Consolidated Salary	: BDT 70,000/- and other admissible benefits
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 been implementing a skill development 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 03 (three) 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 responsibility of the Assistant Coordinator (Finance & Procurement) is to support the coordinator in implementing and maintaining an effective accounting and financial management system in accordance with the guidelines provided by SDCMU-SICIP. The following are the major duties and responsibilities of the designated post:

PKSF Bhaban-1, E-4/B, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh

PABX: +88-02-222218331-33, 222218335-39

+88-02-222218341, 222218343

pksf@pksf.org.bd

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- Maintain all books of accounts of the project and maintain related bank accounts of the project;
- Prepare the financial documents related to Fund/Bill for SDCMU;
- Prepare Withdrawal Application for reimbursement/ advance from SDCMU;
- Assist Chief Coordinator to prepare annual and quarterly budget;
- Collect check from SDCMU and take necessary action to deposit the check in the bank;
- Assist Chief Coordinator with necessary documents for the meeting with audit team of ADB and SDCMU;
- Assist Coordinators to process of all payments and disbursements & re-imburement request of Training Institutes (TIs);
- Check out bills with required documents and ensure payment of TIs in due time
- Accomplish VAT and Tax related activities of the project;
- Prepare monthly, quarterly and annual financial reports/statements;
- Coordinate with PKSF accounts department regarding accounts and budget;
- Develop and submit detailed annual procurement plan, procurement plan and budgets
- Maintain comprehensive records and documentation in prescribed formats and accounting software for financial transactions and procurement processes
- Prepare and submit audited report to PKSF accounts;
- Coordinate with PKSF audit department to disburse the payment/bill request of TIs;
- Prepare all necessary documentation for internal and external audits and cooperate accordingly.
- Carry out any other tasks assigned by the Chief Coordinator/management of PKSF.

6.0 Academic Qualifications and Experience:

- Master's/MBA in Accounting/Finance/Management with a minimum of 5 years of experience in finance and account management.
- 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.
