



Bangladesh Agro Processors' Association (BAPA)

Bangladesh Agro Processors' Association (BAPA) Partnership Skills for Employment Investment Program (SEIP)

ToR

Job Title: Chief Coordinator

Supervisor Title: The President of BAPA

Duration: 45 months

Duty station: Project Implementation Unit (PIU), Dhaka

1. Job Summary

The Chief Coordinator will be responsible for ensuring overall effectiveness of skills training programs by planning, managing, coordinating and implementing the activities undertaken for skills training in different training institutions to achieve the officially acknowledge training and job placement targets of BAPA. The majors tasks of the Chief coordinator will include the following i) Apprising BAPA Standing Committee about the progress of training programs; ii) Ensuring that key staff of implementation unit are productive in terms of service delivery; iii) responsible for achieving recruitment, training completion and job placement targets; iv) Responsible for expenditure with due diligence v) keeping liaise with SDCMU-SEIP for timely receiving of the grants vii) facilitation external auditing, physical verifications and submission of periodical reports on financial, training and placements.

6. Authority:

Report to the President of BAPA. S/he will maintain close communication with the Skills Development Coordination and Monitoring Unit (SDCMU) Skills for Employment Investment Program (SEIP) Finance Division, Ministry of Finance, Government of the People's Republic of Bangladesh, Bangladesh Technical Education Board and Coordinator-Job placement & database, and other coordinators and Agro-food Processing industries and Skill Development Experts etc.

7. Domains of Expertise

1. Chief operation of the skill development project.
2. In-depth understanding on agro-food processing sector and skill development training
3. Training need assessment approach
4. Development of linkage with private and public institutions
5. Development of training curriculum and modules.



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5. Working Principles and Conditions

1. Ensure gender balance in the implementation of the training program
2. Ensure the inclusion of poor and extreme poor women and men and disadvantaged groups during trainers and trainees selection.
3. Being based at the PIU in Dhaka, ensure frequent visits of at least 50% of her/his time to different training centers which is located in different places.
4. Ensure the efficient and effective use of resources entrusted by the organisation.

6. Qualification

- Masters in any discipline with 10 years project implementation experience or
- Graduate in Agriculture discipline with 20 years' experience in leading agro processing industry.
- Preference will be given to candidate having
- Knowledge & experience in Skills development programs (SDP), Technical & Vocational Education & Training (TVET), Competency Based Training & Assessment (CBT &A).
- Experience to perform as chief of operation in any development project
- Experience in agro-food processing sector in the higher level.
- Strong analytical and facilitation skills
- Good level of conceptual abilities