



# Bangladesh Agro Processors' Association (BAPA)

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

ToR

Job Title: Coordinator-Job placement & database

Supervisor Title: The chief coordinator

Duration: 45 months

Duty station: Project Implementation Unit (PIU), Dhaka

### 1. Job Summary

The Job placement & database coordinator will plan and coordinate job placement support service to ensure at least 70% job placement of trainees and retention in jobs for at least six months. He/She will be responsible for preparing and maintaining the database and assist tracking of the successful trainees based on the trainee tracking software provided. He/She will (i) maintain and closely monitor the data on job placement including wages/remuneration and other related information; (ii) update information on any changes in wages/remuneration of those getting jobs, (iii) closely monitor the effectiveness of job placement officer in enhancing job placements including developing network with employers and (v) perform any other task required by the chief coordinator

### 6. Authority:

Report to the chief coordinator. S/he will maintain close communication Bangladesh Technical Education Board(BTEB) and other Coordinators and Agro-food Processing industries.

### 7. Domains of Expertise

1. Job placement & database
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 skill training.
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 60% of her/his time to different Agro food processing industries located in different places in Bangladesh.
4. Ensure the efficient and effective use of training batches and job placement for them.

### **6. Qualification**

- Masters in any discipline / Bachelor in Computer Science and Engineering with at least 15 years experience in Agro Food Processing and Development Sector Preference will be given to candidate having.
- Preference will be given to candidate having practical experience in
- Skill development and job placement under National and International organization in similar nature.
- Perform as project manager /coordinator of operation in any development project.
- Experience in agro-food processing sector in the management level.
- Strong analytical and facilitation skills.
- Good level of conceptual abilities.