

## JOB CIRCULAR

Skills for Employment Investment Program (SEIP), under the Ministry of Finance, hosted at Institute of Business Administration (IBA), University of Dhaka is inviting applications for the following positions.

Designation	Number of Positions	Eligibility and the required Qualification	Roles & Responsibilities
Officer (Administration)	1	Masters or equivalent in any discipline with 3 years of work experience	Responsible for providing HR related administrative support and managing any administrative queries. He/she will also be responsible for managing office stock, preparing regular office budget and expense reports, organizing and managing documents and databases.
Officer (Students Affairs)	2	Masters or equivalent in any discipline with 2 years' work experience. Strong IT background is preferable.	Responsible for overseeing recruitment (selection) of trainees, job placement, trainee progress and performance monitoring and preparing overall performance report.
General Purpose Staff (GP staff)	4	Minimum SSC pass or equivalent with 2 years' work experience	General Purpose Staffs will do multiple works They can be used as messenger, MLSS, bearers, etc.
Cleaner	1		Responsible for keeping the premise clean.

Candidates who fulfil the above mentioned eligibility criteria for respective positions are encouraged to apply by Thursday, October 1, 2020. Please send your full resume clearly mentioning your intended position to the email address: [seip@iba-du.edu](mailto:seip@iba-du.edu)

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