

Government of the People's Republic of Bangladesh
Ministry of Commerce
WTO Cell
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Vacancy Announcement

The WTO Cell of the Ministry of Commerce invites application from suitable candidates for the following positions on contractual basis under the project "Export Diversification and Competitiveness Development Project (EIF Tier-II)".

SI	Name of the Post	Key Functions	Required Skills, Experience, Duration and Salary
01	Programme Manager	<ul style="list-style-type: none"> • Establish and maintain close working relationship with the project director, PMU staff, WTO and other partners of the project especially, maintain a close functional linkage with the concerned Ministries/Agencies to facilitate and enhance application of available resources towards project goals. Also maintain a close linkage with the other similar project activities; • Support the Project Director to provide secretarial services; • Support the Project Director in arranging PSC meetings as per the requirement of the project; • Provide technical backstopping to PIU, and other implementing agencies to conduct activities according to agreement signed between GOB & EIF and approved TPP; • Guide and support the PIU & PMU to ensure timely utilization of resources through approved budgets and with observance of appropriate financial and budget controls; • Based on program strategic requirements provide guidance on resource allocation, identify opportunities for efficiencies, • Promote a broad inter-institutional collaboration and networks of expertise; • Prepare the progress reports, the project performance evaluation reports and the project terminal report; • Ensure timely recruitment of project staff for stipulated positions following prevailing rules & regulations for such appointment; • Work with PIU staff and Project Director to ensure timely procurement and implementation of studies and activities required by the Project; • Prepare reports on project activities and progress to send to the WTO/EIF, IMED, Finance Division, Planning Commission, ERD and other institutions as per the requirement of the project; • Manage the project team to deliver quality output with focus on results; • Support the Project Director for day-to-day office management of the PIU; • Perform as the Coordinator of the Project and organize Project Steering Committee (PSC) meetings & other review meetings as per the requirement of the Project; • Support the development of a knowledge management system in conjunction with the PIU and in close coordination with Project Directors of project components; • Support the Project Director to prepare all kinds of project work plans, progress reports and any other reports and support the follow-up on the implementation of the decisions taken. 	<p>Education:</p> <ul style="list-style-type: none"> • Post Graduate degree from reputed and recognized university. <p>Experience:</p> <ul style="list-style-type: none"> • A minimum 7 (seven) years of progressively responsible experience at national or international levels in advisory and managerial positions; • Proven experience in working with program/project development and good understanding of donor-assisted projects. Experience with DPs assisted projects will be given preference; <p>Languages:</p> <ul style="list-style-type: none"> • Excellent Oral and Written communication skill in Bangla and English; <p>Duration:</p> <ul style="list-style-type: none"> • Only for Project period; <p>Salary and Other Benefits:</p> <ul style="list-style-type: none"> • Salary will be offered according to the salary structure of the programme. <p>Type of Appointment:</p> <ul style="list-style-type: none"> • Temporary

		<ul style="list-style-type: none"> • Provide technical advice to the project team to strengthen partnerships building and coordination among the implementing agencies, Ministries, development partner and other stakeholders, as well as facilitating communication and exchange of lessons learned and good practices; • Maintain regular working relationships with Project Director and other; • Assess the impact, effectiveness and relevance of the Project interventions through field visits and highlight achievements, progress and challenges through impact and results-driven reports; • Be responsible for quality assurance of technical deliverables from experts/consultants, vendors, implementing partners and project staff, and provide them with substantive feedback and guidance; • Carry out any other relevant duties and responsibilities as requested by the Project Director. • Support the Project Director to share program results and out-puts, lessons learned and good practices with other Program, government agencies, development partner etc. 	
02	Project Finance Associate	<ul style="list-style-type: none"> • Overall responsibility of financial matters and support Project Director and Programme Manager for timely and effective utilization of resources Consistent with GOB and WTO/EIF financial rules & regulation and the agreement signed between GOB & EIF; • Coordinate the implementation of activities envisaged under the Project and provide financial strategic guidance to the Project Director; • Ensure maintaining all records of office & financial management and supervise the activities of PIU officials; • Ensure timely preparation of financial requirement as per the GoB/EIF guideline and facilitate release of funds and regular reviews of activities and performance; • Ensure the compliance of project implementation with GOB & EIF rules, regulations and policies and oversee the utilization of resources in activities; • Oversee project finance and HR matters and bring any issues to the attention of the Project Director & Program Manager; • Contribute to drafting reports, including monthly, quarterly and annual financial reports on project activities, memos, minutes of meetings, etc.; • Supervise the activities of all officer/staff posted under him and any technical staff as per the requirement of the Project. • Ensure that financial activities, financial recording/reporting systems and audit terms of reference comply with GoB & EIF rules, regulations and policies; • Overall responsibility for the implementation of GoB & EIF framework and project financial management system; • Promote systems and applications of knowledge sharing, information provision and learning, including web based financial management systems; • Preparation of Financial statements and Coordination with Auditors with the help of Accountant, he/she will perform the following duties: <ul style="list-style-type: none"> ○ Supervision of Accounts Receivable and Payable; ○ Keeping day to day accounts of the PIU; ○ Preparation of Budget and Forecast and variation analysis; ○ Maintaining the Chart of Accounts of the Project with other stakeholders; 	<p>Education:</p> <ul style="list-style-type: none"> • Bachelor degree or equivalent in Accounting / Business Administration, Management, Finance or relevant field of study. Candidates having higher degrees will get preference. <p>Experience:</p> <ul style="list-style-type: none"> • A minimum of five (05) years of progressively responsible experience in the area of financial management at any public/International/multinational development organization. <p>Preference will be given to candidates with experience in donor funded project;</p> <ul style="list-style-type: none"> • Proven experience in working with program/project development. • Experience in facilitating inter-institutional organization and ability to work with teams; <p>Languages:</p> <ul style="list-style-type: none"> • Excellent Oral and Written communication skill in Bangla and English. <p>Duration:</p> <ul style="list-style-type: none"> • Only for Project period; <p>Salary and Other Benefits: Salary will be offered according to the salary structure of the programme.</p> <p>Type of Appointment: Temporary</p>

		<ul style="list-style-type: none"> ○ Agreement preparation and other finance related matters; ○ Preparing monthly statements for reporting; and ○ Ensure maintenance of a secure and reliable electronic financial management and IT system; 	
03	Training Officer	<ul style="list-style-type: none"> • Overall responsibility of training related matters and support Project Director and Programme Manager for timely implementation of the project; • Coordinate the implementation of activities envisaged under the Project and provide training related strategic guidance to the Project Director; • Ensure the compliance of project implementation with GOB & EIF rules, regulations and policies and oversee the utilization of resources in activities; • Supervise the activities of all officer/staff posted under him and any technical staff as per the requirement of the Project. • Overall responsibility for the implementation of GoB& EIF framework and project training management system; • Promote systems and applications of knowledge sharing, information provision and learning, including web based training management systems; 	<p>Education:</p> <ul style="list-style-type: none"> • Bachelor degree in any disciplines. <p>Experience:</p> <p>A minimum of three (03) years of progressively responsible experience in the training related area. Preference will be given to candidates with experience in donor funded project;</p> <ul style="list-style-type: none"> • Proven experience in working with program/project development; • Experience in facilitating inter-institutional organization and ability to work with teams. <p>Languages:</p> <ul style="list-style-type: none"> • Excellent Oral and Written communication skill in Bangla and English; <p>Duration:</p> <ul style="list-style-type: none"> • Only for Project period; <p>Salary and Other Benefits:</p> <p>Salary will be offered according to the salary structure of the programme.</p> <p>Type of Appointment:</p> <p>Temporary</p>
04	Office Assistant	Assist the PIU of the project;	<p>Education:</p> <ul style="list-style-type: none"> • SSC pass <p>Experience:</p> <p>A minimum 2 (two) years of progressively responsible experience;</p> <p>Duration:</p> <ul style="list-style-type: none"> • Only for Project period; <p>Salary and Other Benefits:</p> <p>Salary will be offered according to the salary structure of the programme.</p> <p>Type of Appointment:</p> <p>Temporary</p>

Interested candidates who fulfill the requirements are requested to apply for the post with their detailed CV along with 03 copies of attested passport size recent photographs, attested photocopies of all educational, experience and other certificates. The application must reach to the Project Director & Director General, WTO Cell, Ministry of Commerce on or before 15 February 2021 within the office hour by post. Only shortlisted candidates will be invited for the selection process.

(Md. Hafizur Rahman)

Project Director

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Director General

WTO Cell, Ministry of Commerce