



## SICIP-BACCO Program

House 39 (2nd Floor), Road 13/15, Block D, Banani, Dhaka -1213, Bangladesh

<https://www.bacco.org.bd>

Ref. No.: SICIP-BACCO-Program-PIU/Recruitment/2026/062

Date: 17 May 2026

### Recruitment Notice

<b>Program Name</b>	:	Skills for Industry Competitiveness and Innovation Program (SICIP)
<b>Agency</b>	:	Bangladesh Association of Contact Center & Outsourcing (BACCO)
<b>Scheme Name</b>	:	Expansion of Skills for Employment and Socially Inclusive Training for Priority and Emerging Sectors.

#### Information for Applicant of Program Implementation Unit (PIU) for SICIP-BACCO Program


Position	No. of Vacancies	Minimum Qualification, Experience and Requirement
<b>Officer (Admin and Logistics)</b>	1	<ul style="list-style-type: none"> <li>*Bachelor's/BBA degree with 3+ years' experience (skills project preferred).</li> <li>*Strong communication (Bangla &amp; English), interpersonal, and computer skills.</li> <li>*Proven ability to manage office operations, logistics, assets, and records.</li> <li>*Proficiency in MS Office, digital record-keeping, and Bangla/English typing.</li> </ul>

#### Information for Applicant of Trainer for SICIP-BACCO Program

Position	No. of Vacancies	Minimum Qualification, Experience and Requirement
<b>Lead Trainer</b> Course: <b>Accounting Services – Outsourcing</b> Level of Skills: <b>Advanced-Level</b>	20	<ul style="list-style-type: none"> <li>*Master's in any discipline or Bachelor's in Accounting with 4+ years' relevant experience.</li> <li>*Expertise in training delivery, curriculum development, and mentoring in ICT/Accounting.</li> <li>*Strong proficiency in Cloud Accounting Software (Zoho Books, FreshBooks, QuickBooks Online, Xero Cloud) and major platforms (QuickBooks, Tally, ERP).</li> <li>*Solid knowledge of financial operations, VAT/tax compliance, internal controls, and client relationship management.</li> </ul>
<b>Associate Trainer</b> Course: <b>Accounting Services – Outsourcing</b> Level of Skills: <b>Advanced-Level</b>	20	<ul style="list-style-type: none"> <li>*Master's in any discipline or Bachelor's in Accounting with 3+ years' relevant experience.</li> <li>*Expertise in training delivery, curriculum development, and mentoring in ICT/Accounting.</li> <li>*Strong proficiency in Cloud Accounting Software (Zoho Books, FreshBooks, QuickBooks Online, Xero Cloud) and major platforms (QuickBooks, Tally, ERP).</li> <li>*Solid knowledge of financial operations, VAT/tax compliance, internal controls, and client relationship management.</li> </ul>

#### Information for Applicant of Assessor for SICIP-BACCO Program

Name of the Position	No. of Vacancies	Name of the Course	Level of Skills	Minimum Qualification, Experience and Requirement
<b>Assessor</b>	20	1. Accounting Services – Outsourcing	Advanced-Level	<ul style="list-style-type: none"> <li>• Assessors should be occupation-specific industry experts with at least 05 (five) years of working experience in the relevant industry.</li> <li>• Assessors should have Bachelor's degree in any discipline with minimum 05 (five) years' working experience in the same occupation.</li> <li>• Prior certification by NSDA/BTEB will be preferred</li> </ul>
	20	2. Advanced Image Processing & Technique		
	20	3. AI Driven Freelancers	Mid-Level	
	20	4. Digital Business Operations		
	20	5. Social Media Marketing and Content Moderation		
	20	6. Global Virtual Support		
	20	7. Omnichannel CX		
	20	8. AI in BPO Operation		

<b>Application Closing Date and Time</b>	:	<p>Application shall be submitted to the office of the Chief Coordinator before 4.00 pm on <b>7 June 2026</b> in sealed envelope clearly marked "Application for the Selection of [Name of Position]." Contact address with email and mobile number of the applicant should be written on the left side of the A4 Size Envelope Necessary document in support of educational qualification, experience, skills and NID copy have to be submitted.</p> <p>In addition to the hard copy submission, applicants are required to complete the "Profile Data Sheet" online through the provided Google Form link or by scanning the QR code to ensure proper registration. (<a href="https://forms.gle/ukLFnthxrMVEhK3n8">https://forms.gle/ukLFnthxrMVEhK3n8</a>)</p> 
<b>Name and Designation of Official Inviting Recruitment</b>	:	Lt Col Md. Mahtabul Haq, psc (Retd) Chief Coordinator SICIP-BACCO Program
<b>Address of Official Inviting Recruitment</b>	:	House 39 (2nd Floor), Road 13/15, Block D, Banani, Dhaka -1213, Bangladesh
<b>The recruitment entity reserves the right to accept or reject any or all the Applications without assigning any reason whatsoever.</b>		