

VACANCY ANNOUNCEMENT

RMG and Textile Industry Skills Council (RTISC) is now looking for filling up the following vacant position for its office at Dhaka:

Assistant Executive (LMI and Research): 01

Job Description / Responsibility:

- Management of the LMIS-related data and information as well as uploading this data into the RTISC LIMS portal
- Draft different notes, approval, and circulate these after getting approval
- Collect information from different enterprises, Analysis data and prepare report
- Follow decisions and liaison with the RTISC-SEIP project officials
- Support relevant agencies by providing Labour Market Information such as information on skills deficits, unmet skill demand in the sector both in formal and informal employment and information on skills needs in the future, induced by emerging economic sector
- Work with national LMI stakeholders.
- Maintain the website/ portal and other mediums for disseminating labour market information.
- Support the representation of Industry interests in skill development forums and groups.
- Propose TORs for consulting firms, as required, for support with skill gap studies.
- Any other job as assigned by Management

Qualification & Experience Requirements

- Graduation in any discipline
- At least five years' experience in data management, administrative works.
- knowledge on labor market and research functions will be added advantage.
- high efficiency in computer literacy.
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Salary Compensation & Other Benefits: Negotiable

The interested candidates should send their CV by 27 May, 2023 through:

1. Email to asoke.rtisc@gmail.com with a CC to aepd2.seip@gmail.com; and
2. Hard copy to House 39 (6th Floor), Rabindra Sorani, Road 15, Sector 3, Uttara, Dhaka 1230

