



Dhaka Tannery Industrial Estate Wastage Treatment Plant Company Ltd.
Tannery Industrial Estate, Savar, Dhaka

E-mail : info@bscic.gov.bd , web-site: www.bscic.gov.bd

Vacancy Announcement

Invitation of application for the post of Managing Director

Bangladesh Small and Cottage industries Corporation (BSCIC) under Ministry of Industries established Tannery Industrial Estate at Savar, Dhaka, Bangladesh with a land area of 200 acres (80 hectares). The estate comprises 155 tannery industries with facilities of a Central Effluent Treatment Plant (CETP), a Water Treatment Plant and Solid Waste Management System. For smooth operation of the facilities of the Tannery Industrial Estate (CETP, Water Treatment Plant and Solid Waste Management etc.) a company was formed under Company Act, 1994 (Act XVIII of 1994) of the People's Republic of Bangladesh. The company has planned to get 'Leather Working Group (LWG)' certificate within May 2020. Thus, the estate, including tannery industries, has to qualify for LWG certificate. Taking all these into account The Company has planned to recruit a Managing Director for smooth operation and maintenance of the CETP, Water Treatment Plant, Solid Wastage management and related issues in the Tannery Industrial Estate, Savar, Dhaka, Bangladesh. The Managing Director has to plan, design and implement activities related to CETP, Water Treatment Plant and Solid Waste Management in the tannery industries to a such standard position that will help to get LWG Certificate in a sustainable manner. Therefore, the Managing Director has to deliver services in such a way that the tannery industries of the Estate can achieve LWG certificate by May 2020.

2. The position is opened for qualified candidates from home and abroad.

Position: Managing Director

Vacancy Details

Post Title	Managing Director (MD)
Post Level	Fixed-Term Appointment
Company Title	Dhaka Tannery Industrial Estate Wastage Treatment Plant Company Limited. Dhaka, Bangladesh.
Duty Station	Dhaka Tannery Industrial Estate

Duties and Responsibilities

Subject to the supervision, control and decision of the Board of Directors of the Company, the Managing Director shall perform the following duties:

- To operate, maintain and upgrade the CETP and other existing waste management facilities and also to conduct other waste management activities to meet the parameters set by the competent authority from time to time;
- To operate, maintain and upgrade the Water Treatment Plant in the Tannery Industrial Estate;
- To prepare, monitor and implement the budget of the Company;
- To appoint requisite manpower;
- To obtain and acquire assets, rights, licenses and membership for the Company and to pay the cost incurred;
- To procure goods, assets and properties of the Company with the approval of the Board of Directors and Extra Ordinary General Meeting;
- To delegate power to any officer of the Company or any other competent person;
- To dispose of any demand, compromise out of court and withdraw or revoke for arbitration and sign and execute any deed;
- To appoint one or more representative and to take active role in the criminal, civil, and revenue court, in the cases where the company is impleaded;
- To assist the development, promotion and implementation of new waste disposal schemes;
- To ensure compliance with legislation in the transportation, handling and disposal of waste;
- To prepare monthly/quarterly/half-yearly report for the company;
- To monitor the quality and performance of waste services, including contract management of external providers;
- To meet 5R (Reduce, Re-use, Refuse, Recycle and Recover) waste management principles;
- To deal with enquiries and complaints from members or the public both in person and by phone or email;
- To investigate and follow-up claims of the illegal dumping of waste and work with other waste regulation enforcement staff;
- To consult with residents, community groups, representative of Local Government, housing associations and traders' associations about issues of water use, waste management, identify their requirements and provide appropriate solutions;
- To develop research projects and contribute to the activities of national groups concerning disposal of waste;
- To attend meetings with Ministry of Industries (MoI), Ministry of Commerce (MoC), Bangladesh Small and Cottage Industries Corporation (BSCIC), Department of Environment (DoE), and relevant Government Departments/Agencies/NGOs and others;
- To practice Results-Based Management System;
- To report to the Board of Directors about the condition, operation of Central Effluent Treatment Plant (CETP),

Water Treatment Plant as well as other waste treatment facilities and activities on a regular basis and also to inform the Board about any development regarding the above-mentioned issues as soon as possible.

Core Values/ Competencies

- Professionalism
- Self-starter
- Teamwork
- Planning & Organizing
- Accountability
- Commitment to Continuous Learning
- Technological Awareness
- Client Satisfaction

Educational Attainment

- Masters in Environmental Science/ Environmental Engineering or related discipline from internationally recognized University. The person having PhD in the similar field may have added value.

Experiences

- 10 Years of working experience of which:
 - 5 years in tannery and Common Effluent Treatment Plant (CETP) operation, maintenance and management.
 - 5 years in related areas.
- **Experience in operation and maintenance of water treatment plant.**
- Knowledge and experiences of best practices of solid, liquid waste, gas and sound pollution management
- Working experience with UNIDO and related organization in waste management

Skills

- Ability to grasp complex and dynamic legislation
- Capacity to explain, apply and monitor such legislation
- Patience and resilience
- Analytical, problem-solving and decision-making skills
- Capacity to lead a diversified group of professionals
- Good organizational and administrative skills
- Interest in and understanding of, environment and sustainability issues
- Good IT and general office skills

Language

- Effective communication skills, both oral and written in English

Age and Fitness

- Age is between 40-60 years
- Physically and mentally sound
- Self-starter
- Hardworking
- Capable of handling tough situation

Working hours

- 9am to 5pm (Sunday to Thursday);
- Estate Facilities are open seven days a week, and may have to work on weekends.

Compensation Package

- Basic Salary, House Rent Allowance, Medical Benefits, Bonus, other Fringe Benefits and other allowances (Negotiable)
- Income Tax to be paid by the employee

Duration of the service

- The initial contract period of the service shall be 01 (one) year with a 03 (three) months' probation period. Further contract is renewable based on satisfactory performance and subject to approval of the company's Board of Directors.

Submission of Applications

- Qualified and Interested candidates are requested to submit application to "The Chairman, Dhaka Tannery Industrial Estate Wastage Treatment Plant Company Limited and The Chairman, Bangladesh Small and Cottage Industries Corporation (BSCIC), 137-138 Motijheel C/A, Dhaka-1000, Bangladesh". along with the following documents via E-mail to : info@bscic.gov.bd
 - Curriculum Vitae or a Resume with a cover letter signed by the applicant
 - Scanned copies of all educational certificates and experience certificates including training and other activities
 - Scanned copies of National Identification Document (NID) card
 - Two copies recent passport size photograph
- **Submission Deadline: 17 February, 2020.**

Only shortlisted candidate will be contacted for interview (no TA/DA will be provided).

- **Dhaka Tannery Industrial Estate Wastage Treatment Plant Company Limited** reserves the right to accept and cancel any or all application or this appointment process without assigning any reason.

Chairman

Dhaka Tannery Industrial Estate Wastage Treatment Plant Company Ltd.

&

Chairman,

Bangladesh Small and Cottage Industries Corporation (BSCIC)

137-138, Motijheel C/A, Dhaka-1000, Bangladesh