

UCEP- Bangladesh
Vacancy Announcement
(Notice Board & UCEP Bangladesh Website)

Publication Date: 25 July 2019

UCEP-Bangladesh, Rangpur Region is seeking applications from suitable candidates for the position of Assistant Program Officer on contractual basis for its Region Office located in Rangpur City.

Position Title: Assistant Program Officer -Job Placement (short term Contractual basis)

Job Location: Rangpur Regional Office

Salary: As per UCEP Bangladesh Service Rules.

Key responsibilities:

- Ensure employment of age appropriate graduates' and Apprenticeship for under age graduates' of Technical School as per target.
- Ensure follow up of at least twice within six months of all apprenticeship and employment graduates and update Job Portal, prepare and share follow-up report accordingly.
- To explore new partnerships and resource generation opportunities from the private sector, industries and others stakeholders.
- Increase number of entrepreneur through providing entrepreneurship development training to the interested graduates and provide linkage for accessing startup capital to become self-employed entrepreneurs.
- Ensure effective functioning of Job Portal and maintain database.
- Provide Job Counseling to the TS trainees and career guidance to the grade VIII students.
- Provide support DPO-JP in carrying out Management Instructions & contribute to UCEP Bangladesh Strategies.
- Any other activities as assigned and required by the office.

Requirements:

- Master degree in Business Administration/Marketing or any other relevant discipline.
- At least 02 years of relevant professional experience.
- Ability to ride motorbike and must have valid license (not mandatory for female candidate)
- Good command on communication skills in Bangla and English.
- Excellent computer operating skill & conversant with MS Office package.
- Self-motivated, adapted, team player and passion for social development works.
- Ability and willingness to travel.

Apply Instruction: Interested candidates may send their CV through email to mansur.rahman@ucepbd.org or hard copy addressing to the Acting Regional Manager, UCEP Rangpur Region, Taluk Dharmodas, Rangpur on or before 10 August 2019. Only shortlisted candidates will be called for further procedure by their given number or email. Women and Persons with disabilities are highly encouraged to apply. Any kind of persuasion will be treated as automatic disqualification of candidacy. Please note that no TA/DA will be admissible for the interview. Finally, authority reserves the sole right to accept or reject any application without assigning any reason whatsoever.

