

## VACANCY ANNOUNCEMENT

Date: 12 April 2022

Established in 1972 with the motto 'Help to Learn, Skills to Earn', UCEP Bangladesh is a non-governmental organization which provides Technical Education and Decent Work to youth through Technical Vocational Education & Training (TVET) and Skill Development. UCEP Bangladesh Rajshahi Region is seeking application from qualified candidates to fill up the following vacant positions on short term contract basis for its Skills Training Program as per requirements below.

**Job title: Programme Organizer**

**Employment status: Contractual (Under SCB Reskilling Project Phase-III)**

**Contract period: 05 months (From April to August 2022)**

**Salary: Negotiable**

**Education Requirements: Diploma in Engineering/Bachelor's degree (Master's degree preferred)**

**Experience Requirements: At least 2 years previous work experience in development field**

### Job Requirements:

- Community level work experience is preferred
- Ability of frequent field visit and supervise the activities of training workshops.
- Capable to find out gaps in training situation and provide instant support
- Able to mobilize trainees as per project requirements
- Produce periodic reports
- Good understanding about project objectives and deliverables.
- Proficient in MS Office package and capable to manage project.

### Job responsibilities:

- Conduct feasibility survey to identify the workshops/enterprises where re-skilling training will be arranged and identify eligible trainees as per project requirements.
- Be responsible several training centers (workshops/enterprises) as assigned
- Develop partnership with Industry/Enterprise for conducting the informal apprenticeship training through Master Craft Persons and availability data in electronic employment database.
- Prepare Monthly Work Plan and implement it accordingly
- Ensure regular training centers visit, monitoring progress activities and provide continuous support directly to the trainees and the training centers and provide onsite reports.
- Assist to conduct Basic Entrepreneurship Development Training, RPL and Assessment of training.
- Contribute and maintain the MIS (online & offline), ERP, Students Database and related software and overall documentation with successful case studies.
- Contact with prospective employers for providing employment in formal and informal sector.
- Provide effective Career Counseling, soft skills and arrange mock interviews for the trainees.

**The deadline for application submission is Wednesday 20 April 2022**

### Teams and Conditions:

Interested candidates should apply along with CV, copies of all academic & experience certificates and NID through email to [rajshahi@ucepbd.org](mailto:rajshahi@ucepbd.org) or hard copy to Regional Manager, UCEP Rajshahi Region, Airport road, Santospur, Paba, Rajshahi-6210 on or before 20 April 2022. The candidates have to be appeared in Written test and Viva along with certificates of all academic qualification and experience. Only short-listed candidates will be contacted. The authority reserves the right to accept or reject any application without assigning any reason whatsoever. Please mention the position name on the Email subject.