

# VACANCY ANNOUNCEMENT

**Date: 19 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 Rangpur 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.

**Name of Position:** Teacher/ Instructor, Foundational Skills

**Employment status:** Contractual

**Salary:** Negotiable

**Education Requirements:**

- Master's in any discipline. Science will be given preference

**Essential Requirements:**

- Minimum 03 years teaching experiences in science.
- Educational degree in B. Ed / M. Ed will be given preference.
- Proficient in MS Office package.
- Excellent communication skills in English and Bangla.
- Skills on online platform and develop digital contents.
- Track record in working with curriculum and learning materials development.
- NTRCA certification would be added advantage.
- Good track record in performance appraisal.

**Job responsibilities:**

- Ensure enrollment target (Including 50% girls, 5% PWDs, 3% Ethnic groups), regular attendance (90%) and assist Centre in-charge or Team Leader-Training and Education for teaching learning process.
- Ensure of effective classroom teaching following syllabus and lesson plan
- Ensure the targeted pass rate (90% with 5% GPA 5) of respective subjects, result analysis of each exam, written action plan for the weaker students and ensured its implementation
- Ensure teaching learning environment in classroom (cleanness, special attention to slow learners, use of appropriate teaching aids includes digital content)
- Provide psychosocial counseling to students (at least 90% students) to reduce mental stress so that they cope up with this emergency.
- Planning and organizing special education model (for all classes and all students) and play a key role for providing guidance to implement this model.
- Contribute to developed school operational plan and ensure its implementation
- Maintain and store the classroom equipment, furniture, materials, and supplies properly.
- To carry out any other relevant tasks assigned by the supervisor as and when necessary.

**The deadline for application submission is Monday 25 April 2022**

**Teams and Conditions:**

Interested candidates should apply along with CV, copies of all academic & experience certificates and NID through email to [rangpur@ucepbd.org](mailto:rangpur@ucepbd.org) or hard copy to Regional Manager, UCEP Rangpur Region, Taluk Dharmadash, Rangpur Sadar, Rangpur-5403 on or before 25 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.

**Regional Manager**  
**UCEP Rangpur Region**