

**Name of Position: Officer, Decent Employment****Number of Vacancy: 02****Nature of Job: Fixed Term Contract****Job Location: Chattogram and Gazipur****Application Deadline: April 08, 2023**

**Job Purpose:** To perform a mix career counseling and ensuring decent employment, apprenticeship for UCEP Bangladesh's TVET and skills training graduates in line with UCEP Bangladesh's values, vision, mission, goals and relevant country laws. And coordinate with the institution's and local employers for building relationship.

**Job Responsibilities:**

- Contribute to analyze sectoral demand for skilled workforce and develop strategy for decent employment programme of UCEP Bangladesh in line with ILO's "Decent Work Convention".
- Contribute to plan and develop decent employment programme of UCEP Bangladesh and ensure its implementation incorporating the Social Inclusion Strategy.
- To assist in coordination of sectoral skills planning committees and ensure feedback sharing with TVET and skills development team.
- Contribute to establish private sector networks at regional and central level and ensure proper functioning of the employer's forum/council.
- To ensure industrial visits, attachments, OJA and apprenticeship for UCEP Bangladesh students.
- To ensure decent employment and apprenticeship for the skills training graduates.
- To establish and maintain liaison with potential employers in finding decent employment as well as in ensuring their participation in various processes or forums involving employers to UCEP programming.
- To explore new partnerships and resource generation opportunities from the private sector, industries and other stakeholders.
- To coordinate with employer's forum/council for gathering feedbacks, study findings, survey reports etc. and share the same with the respective colleagues with guidance from supervisor.
- To prepare decent employment reports through cross checking on data quality and ensure timely submission.
- To conduct Entrepreneurial Skills development training and its follow-up actions (as a part of Business incubation support).
- To develop and maintain the trainee tracking mechanism with case studies.
- To carry out any other relevant tasks assigned by the supervisor as and when necessary.

**Essential Requirements:**

- Master's Degree in any subject/B. Sc. in Engineering.
- Minimum 02 years of professional experience in relevant sector.
- For Contractual staff of UCEP Bangladesh those who have at least 01 year of experience as Officer, Decent Employment.
- Adequate knowledge and skills (Decent Employment, Entrepreneurship Development, Market Demand for Skilled Workforce).





- Ability to market linkage and business incubation development (Private sectors engagement, access to finance, business associations, industry skill councils).
- Proficient in MS Office package and capable to manage MIS (online & offline), ERP and related software and overall documentation process.
- Excellent communication skills in English and Bangla.
- Clear understanding about project deliverables, monitoring and reporting.
- Support/Ability to develop module for EDT, soft skills etc. ToT on EDT from any recognized certification authority will get preference.
- Good presentation/facilitation skills (case study, success story, events reporting, project reporting, meetings, workshops, seminars etc.).
- Good track record in performance appraisal for Internal Staff.
- Age limit for the applicant would be 35 years. Management has the right to make exceptions based on qualifications.

**Salary:** Negotiable.

**Compensation & Benefits:** Provident Fund (PF), Gratuity, Festival Bonus, Weekly 02 Holidays etc.

## Apply Procedure

Interested candidates should apply to <https://jobs.ucepbd.org> on or before **April 08, 2023**. Only short-listed candidates would be contacted and may be requested for more information. The authority reserves the right to accept/reject any or all applications without assigning any reason whatsoever. Direct application to any UCEP Bangladesh staffs, any communication in regard to the application or any attempt to influence the process will immediately disqualify candidacy. UCEP Bangladesh is actively trying to increase equity and gender parity in the organization. Therefore, qualified women and candidates from disadvantaged backgrounds including Persons with Disabilities (PWDs) are especially encouraged to apply. The compulsory age of retirement is 60 years.

