



Name of Position : Deputy Manager, Training and Organizational Development
Number of Vacancy : 01
Nature of Job : Fixed Term Contract
Job Location : Head Office, Dhaka
Application Deadline : June 10, 2023

Job Purpose: To contribute to ensuring the efficiency and effectiveness of Human Resource functions of UCEP Bangladesh at central and regional level including other entities of UCEP Bangladesh in line with UCEP Bangladesh's values, vision, mission, goals and relevant country laws.

Job Responsibilities:

- Responsible for overall Training and Development of the organization.
- Conduct Training Need Assessment (TNA) and analyze training needs, plan training programs and develop training Calendar.
- Prepare the budget for training and development initiatives.
- Coordinate in developing training modules and methods ensuring the quality of the training.
- Coordinate and execute in-house and outsourced training programs.
- Evaluate and report on training and trainer effectiveness.
- Design, conduct and coordinate Orientation and Induction programs.
- Work with line managers on Individual Development Plans (IDPs) for the staff under supervision.
- Assist in developing the schemes relating to coaching and mentoring to support staff development and the achievement of IDPs.
- Design and develop cost-effective and relevant session plans.
- Ensure proper documentation of training and development programs.
- Prepare and submit management reports on training and development programs.
- Identify and share both internal and external best practices in order to benchmark HR activities and their qualities.
- Based on exit interview feedback & other documents, prepare management reports to assist in taking necessary action or developing a due course of action.
- Facilitate initiatives that foster a high-performance culture, where valuing learning, continuous improvement and diversity are the regular and standard norms.
- Support specific performance improvement initiatives through performance appraisals.
- Commission and manage additional internal or external resources as and when required in order to ensure cost-effective delivery of agreed OD initiatives/deliverables.
- Contribute to developing leadership and career development plans and ensure implementation.
- Carry out any other relevant tasks assigned by the authority as and when necessary.



**Essential Requirements:**

- Master's degree with a major in Human Resource Management from any recognized university. Additional training and/or a degree in the relevant field will be added advantage.
- Minimum 06 years of relevant professional experience in the field of Training and Development.
- Excellent fluency both in Bangla and English.
- Excellent computer operating skills, including MS Office packages, the latest HR related software and tools.
- Self-motivated, adaptable, team player and passion for social development works.
- Very good planning, conceptual, organizing skills, analytical skills, strong leadership.
- Event design and facilitation skills.
- Age limit for the applicant would be 40 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 jobs.ucepbd.org on or before **June 10, 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.

