



Name of Position: Assistant Instructor, Technical Skills (Electrical)

Number of Vacancies: N/A

Nature of Job: Contractual Staff

Job Location: Dhaka/Anywhere in Bangladesh

Application Deadline: 31 October 2026

Job Purpose: To contribute to achieving high-quality learning outcomes through efficient and effective management and delivery of technical education programmes following approved curricula and in line with UCEP Bangladesh's values, vision, mission, goals and relevant country laws.

Essential Requirements:

Required Education: Minimum **Diploma in Electrical Engineering**. **B.Sc. in Electrical Engineering** will be given preference.

Required Experience:

- **For Diploma Holders:** Minimum 03 years of relevant professional experience.
- **For B.Sc. in Engineering:** Relevant professional experience will be given preference.

Others:

- Teaching experience in the related field in educational institutions/industries will be given preference.
- Candidates having a B.Ed. or M.Ed. degree will be given preference.
- Skills on online platforms and developing digital content.
- Track record in working with curriculum and learning materials development.
- NTRCA/ NTVQF certification would be an added advantage.
- Willingness to transfer at any place where UCEP has its activities.

Age Limit: The age limit for the applicant would be maximum 35 years. Management has the right to make exceptions based on qualifications and experience.

Job Responsibilities:

- Uphold and contribute to UCEP Bangladesh's Mission, Vision, Values, and strategic goals, supporting the development and implementation of future strategy documents as required.
- Deliver high-quality teaching as per approved curricula, using interactive and innovative methodologies to ensure effective learning outcomes.
- Develop and utilize digital teaching-learning materials to make classroom sessions engaging and improve student understanding.
- Strengthen the teaching-learning process through practical, trade-related lab activities and technology-enhanced methods aligned with 4IR initiatives.
- Conduct regular formative and summative assessments, analyze results, and implement action plans to support low-achieving students and track overall student progress.
- Support the capacity building of teachers by coaching them to develop and use digital and interactive learning resources effectively.
- Assist in maintaining program records and reporting, including admission registers, attendance, lesson plans, progress reports, and other educational documents.
- Facilitate student engagement and social inclusion, including counseling, motivation, home visits, and collaboration with the Social Inclusion team.





- Support operational and sustainability initiatives, including resource mobilization, marketing, student recruitment, and implementation of business plans for the center.
- **Perform any other duties assigned by the supervisor to support the education program and improve the standard of education services at UCEP Bangladesh.**

Safeguarding: UCEP Bangladesh is dedicated to creating a safe and respectful work environment, free from any form of misconduct such as sexual harassment, exploitation, abuse, lack of integrity, and financial impropriety. It is imperative that our staff actively safeguard the well-being of children, young individuals, and adults consistently. We require all team members and volunteers to uphold this commitment in accordance with our Code of Conduct and PSEAH policies. We place utmost importance on recruiting individuals who wholeheartedly embrace and exemplify this dedication in their work with us.

Monthly Salary: 20,000/- (Consolidated).

Compensation and Other Benefits: As per organizational policies.

*****Applications without requisite qualifications and experience will not be considered.**

Apply Procedure

Interested candidates should apply through <https://jobs.ucepbd.org> on or before **October 31, 2026**. Only shortlisted candidates will be contacted and may be requested to provide additional information. **The authority reserves the right to accept or reject any or all applications at any stage of the Recruitment and Selection Process without assigning any reason whatsoever.** Direct applications to any UCEP Bangladesh staff, any communication regarding the application or any attempt to influence the recruitment process will result in **immediate disqualification**. UCEP Bangladesh is committed to promoting **equity and gender parity** within the organization. Therefore, qualified **women, Persons with Disabilities (PWDs), and candidates from disadvantaged backgrounds** are especially encouraged to apply.

