

**Name of Position: Facilitator, Social Inclusion****Number of Vacancies: 01****Nature of Job: Project Staff****Job Location: UCEP Chattogram Region****Application Deadline: 14 November 2026**

Job Purpose: To promote social inclusion and integrate women's and children's rights into all programmes and activities of UCEP Bangladesh, in alignment with the organization's values, vision, mission, goals, and relevant national laws.

Essential Requirements:

Education: Minimum Bachelor's degree in any discipline; preferably in Social Science.

Experience: Minimum 02 years of relevant professional experience in training facilitation, mobilization or program coordination.

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

Others:

- Proficient in MS Office applications.
- Capable of managing project requirements, including online and offline MIS.
- Self-motivated, adaptable, and a team player with a strong commitment to social development.
- Willing to travel and be transferred to any location where UCEP Bangladesh operates.

Job Responsibilities:

- To conduct social mapping to find out potential participants/youth and identify appropriate students from disadvantaged/marginalized/backward groups/communities like Persons with Disabilities (PWDs), ethnic and other minority groups for the Education and TVET & Skills Development Program of UCEP Bangladesh.
- To ensure enrollment of girls, PWDs, ethnic and other minority groups in Technical Schools and TVET institutes as per target through organizing motivational sessions and meetings with parents, community people, educational Institutes, local elite and local NGOs that work for the said groups/communities.
- To assess the enrolled trainees for identifying the level of impairment of disabilities by using Washington Group of Questionnaire and creating reasonable accommodations for learners based on their needs.
- To assist in conducting different systematic assessments on gender, disability, child protection and safety & security issues following organizational policy and guidelines in all operational entities of UCEP Bangladesh and contribute to developing the mitigation strategy and ensure its implementation.
- To organize and conduct training, orientation, refresher sessions, etc. for trainees and staff of UCEP Bangladesh and community people on gender, protection and safeguarding and social Inclusion issues, following UCEP Bangladesh's relevant policies/guidelines like Child Protection Policy, Gender Policy and Strategy on Disability Inclusion and promote organizational branding and marketing.



- Provide support to the Focal Persons of gender and disability inclusion for enabling him/her for playing an active role in Technical Schools and continue regular meetings.
- To play a key role in ensuring a harassment-free organization through promoting a fully functional safeguarding and Child Protection Policy, Whistleblowing Policy and Sexual Harassment Prevention Policy.
- To organize different events for the celebration of different national and international days, consulting with RMT to raise awareness among trainees, students, parents and communities.
- To prepare monthly/quarterly work plans ensuring alignment with the Regional Action Plan in consultation with Head Office and Regional Management Team and prepare progress report accordingly.
- To ensure proper and comprehensive documentation on the learners through an online database system and preserve hard copies for further reference.
- To ensure jobs of marginalized groups and develop the capacity of employers on Social Inclusion issues.
- To keep coordination among the Technical School and other relevant teams/authorities.
- To ensure the highest level of security, integrity and confidentiality in all aspects of work (information and internal – external communication, data management, storage, archiving and reporting).
- To carry out any other relevant tasks assigned by the authority as and when necessary.

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.

Salary: Monthly **BDT 21,400/-**. TDS (Tax Deducted at Source) and any other statutory deductions will be applied as per government rules and UCEP policies.

Other Benefits: As per the project provisions and UCEP policies, if any.

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

Apply Procedure

Interested candidates should apply through <https://jobs.ucepbd.org> on or before **November 14, 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.

