



**Name of Position: Lead Trainer (For Internal Staff Only)**

**Number of Vacancies: 06**

**Nature of Job: Fixed-Term Contractual Staff**

**Job Location: TVET Institute, Anywhere in Bangladesh**

**Ad Published Date: February 06, 2024**

**Application Deadline: February 20, 2024**

**Overall Functions:** Ensuring a consistent, high-quality training for decent jobs through efficient and effective management and creating and delivering a training development plan following approved curricula and encourage the team to think creatively regarding different solutions for operating, maintaining and developing digital systems in line with UCEP Bangladesh's values, vision, mission, goals and relevant country laws.

**Main Responsibilities:**

- Liaise with the Head of TVET institute to identify and define requirements, scope and resources-in relation to the specific group/faculty of the TVET institute.
- Develop training delivery schedule as per the approved CS, with milestones, due dates and estimates for those materials that are required and other resources, such as appointing instructional staffs (Co-Trainer), which will then be submitted to management for approval.
- Ensure the availability of the required training materials and teaching aids to execute the quality skills training and regular trainee attendance (at least 90%).
- Keep up the morale of team members and build relationships with them to develop a strong working unit and supporting their impact on the success of each training batch (as define in the project deliverables).
- To guide and facilitate Co-Trainers to develop and maintain comprehensive project documentation, plans and reports.
- Conduct TVET and Skills development training and its follow-up actions (to handed over to the Decent Employment Team and keep close monitoring to their employment status).
- 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.
- Communicate with parents (at least 70%) for ensuring awareness on safety against COVID 19 and ensuring wearing masks, maintaining social distancing etc. and preventing child labor, child marriage and different kinds of abuses.
- To develop and maintain the MIS (online & offline), ERP and related software and overall documentation with case studies.
- Contribute to developed Technical 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.

**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.





## Essential Requirements:

- Internal candidates should apply through the proper channel.
- B. Sc. in Engineering or Diploma in Engineering/Bachelor in any Discipline.
- Required experience:
  - Minimum 02 years of relevant professional experience for B. Sc. in Engineering.
  - Minimum 04 years of relevant professional experience for Bachelor in any Discipline.
  - Minimum 05 years of relevant professional experience for Diploma in Engineering.
- Nationally certified at least NTVQF Level 4, Competency Based Training and Assessment (CBT&A) professionals.
- Excellent command on communication skills in both Bangla and English.
- Excellent computer operating skills & conversant with MS Office package.
- Self-motivated, adaptable, team player and passion for social development works.
- Ability and willingness to work in other TVET institutes.

**Monthly Salary:** As per organizational policy.

**Compensation & Benefits:** As per organizational policy.

**\*\*\*Without requisite qualifications and experience will not be considered.**

## Apply Procedure

This job opening is exclusively for UCEP Bangladesh's current internal staff who meet the essential requirements. Interested internal candidates should apply to <https://jobs.ucepbd.org> on or before **February 20, 2024** and also requested to submit their updated Curriculum Vitae (hard copy) along with a recent passport-size photograph and a cover letter addressed to the Director, People and Administration through their respective Supervisor and Regional Manager.

Only short-listed candidates will be contacted for more information. The authority reserves the right to accept or reject any or all applications without providing any reason whatsoever. Any direct application to UCEP Bangladesh staff other than the respective Supervisor and Regional Manager, any communication regarding the application, or any attempt to influence the process will result in immediate disqualification of candidacy. UCEP Bangladesh is actively working towards enhancing equity and gender parity within the organization. Qualified women and candidates from disadvantaged backgrounds, including Persons with Disabilities (PWDs), are especially encouraged to apply. The compulsory retirement age is 60 years.

