Name of Position: Lead Trainer – Caregiver

Number of Vacancies: 03
Nature of Job: Project Staff
Job Location: Dhaka & Chattogram
Application Deadline: November 06, 2024

Job Purpose: The main objective of the project is to strengthen caregiving services in Bangladesh by providing comprehensive caregiver training to youth and women, empowering them through employment opportunities, and advocating for policy changes and awareness-raising to enhance the overall quality of caregiving services in the country. Considering the varying vulnerabilities and needs of Youth and young women, the project will have interventions for targeted interventions for underprivileged youth and young women (aged 18-35) with a special focus on women, Persons with Disabilities (PWDs), ethnic & occupational minorities.

The Lead Trainer will be responsible for 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.

Additionally, the Lead Trainer will empower disadvantaged and vulnerable youth and young women by providing market-driven occupational and transferable skills, ultimately ensuring their job placement through the **Metlife Foundation-UCEP Caregiving Youth Project.**

Essential Requirements:

Education:

- **B. Sc. or Diploma in Nursing/Midwifery/MATS/Health Sciences or any other related field.**
- Certification in caregiving or related qualifications (e.g., certified nursing assistant or home health aide) are given preference.
- CBT&A Level-4 certification would be an added advantage.

Experience:

- **Minimum 03 years of professional experience for B. Sc. and minimum 05 years of professional experience for Diploma.**
- Relevant professional experience in the Training Institute will be given preference.

Others:

- Adequate sectoral knowledge and skills (Trade/occupation Specific).
- A clear understanding of project deliverables and reporting.
- Proficient in MS Office package and capacity to manage project requirements including MIS (online/offline).
- Excellent communication skills in English and Bangla.
- Skills in online platforms and developing digital content.
- Ability and willingness to work in anywhere within Bangladesh.
- **The age limit for the applicant would be maximum 45 years.**
- Management has the right to make exceptions based on qualifications.

Plot 2 & 3, Mirpur 2, Dhaka 1216, Bangladesh
info@ucepbd.org
www.ucepbd.org
+8802-9031014,+8802-9031016,+8802-9011726; Fax : +880-2-9036359

Job 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.

Salary:

- **Monthly consolidated BDT. 45,000/- (Forty-Five Thousand only)**
- Income Tax or any other statutory deductions will be as per government rules and UCEP policies.

Other Benefits: Not applicable.

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

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Apply Procedure

Interested candidates should apply to **https://jobs.ucepbd.org** on or before **November 06, 2024**. 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.

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