



**Name of Position: Team Leader, Decent Employment (For Internal Staff Only)**

**Number of Vacancy: 03**

**Nature of Job: Fixed Term Contract**

**Job Location: Barishal, Chattogram and Rangpur**

**Application Deadline: March 25, 2023**

**Job Purpose:** Contribute to the development, quality assurance and support implementation of the Decent Employment programme (which includes self and wage employment) and Entrepreneurship Development Programme of UCEP Bangladesh and its other entities in line with UCEP Bangladesh's values, vision, mission, goals and relevant country laws.

**Job Responsibilities:**

- To analyze sectoral demand for skilled workforce and develop strategy for decent employment programme of UCEP Bangladesh in line with ILO's "Decent Work Convention".
- To plan and develop decent employment programme of UCEP Bangladesh and ensure its implementation incorporating the Social Inclusion Strategy.
- To assist in coordination of sectoral skills planning committees and ensure feedback sharing with TVET and skills development team.
- To establish private sector networks at regional and central level and ensure proper functioning of the employer's forum/council.
- To ensure industrial visits, attachments, OJA and apprenticeship for UCEP Bangladesh students.
- To ensure decent employment and apprenticeship for the skills training graduates.
- To establish and maintain liaison with potential employers in finding decent employment as well as in ensuring their participation in various processes or forums involving employers to UCEP programming.
- To explore new partnerships and resource generation opportunities from the private sector, industries, and other stakeholders.
- To coordinate with employer's forum/council for gathering feedbacks, study findings, survey reports etc. and share the same with the respective colleagues with guidance from supervisor.
- To prepare decent employment reports through cross checking on data quality and ensure timely submission.
- To conduct Entrepreneurial Skills development training and its follow-up actions (as a part of Business incubation support).
- To develop and maintain the trainee tracking mechanism with case studies.
- To carry out any other relevant tasks assigned by the supervisor as and when necessary.





## **Essential Requirements:**

- Master's degree in any subject/B. Sc. in Engineering.
- Must have minimum 02 years of experiences as Officer, Decent Employment with UCEP Bangladesh.
- Adequate knowledge and skills (Decent Employment, Entrepreneurship Development, Market Demand for Skilled Workforce).
- Proficient in MS Office package and capable to manage MIS (online & offline), ERP and related software and overall documentation process.
- Excellent communication skills in English and Bangla.
- Support/Ability to develop module for EDT, soft skills etc. ToT on EDT from any recognized certification authority will get preference.

**Salary:** As per organizational policy.

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

## **Apply Procedure**

**The above job opening is only for UCEP Bangladesh's existing staff who qualify the above requirements.**

Interested candidates should apply to <https://jobs.ucepbd.org> on or before **March 25, 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.

