Name of Position: Training Assistant

Number of Vacancies: 01

Nature of Job: Contractual Staff

Job Location: UCEP Gazipur Region/Anywhere in Bangladesh

Application Deadline: 28 November 2026

Job Purpose: To perform general duties such as organizing logistics for training, ensuring proper maintenance of equipment and training facilities, supervising the cleanliness of training areas and managing day-to-day ancillary tasks. These responsibilities should be carried out in alignment with UCEP Bangladesh's values, vision, mission, goals, and relevant country laws.

Essential Requirements:

Required Education: Minimum Graduation in any discipline.

Required Experience: Minimum 02 years of relevant professional experience.

Age Limit: The age limit for the applicant would be maximum 40 years. Management has the right to make exceptions based on qualifications.

Others:

1. Computer skills are required, preferably in MS Office, MS Excel, and MS PowerPoint.
2. Any trade-related certificate will be an added advantage.
3. Self-motivated, adaptable, a team player and passionate about social development work.
4. Ability and willingness to travel.
5. Willingness to transfer to any location where UCEP operates.

Job Responsibilities:

- To organize logistics for training programs and similar events.
- To co-facilitate training sessions as appropriate.
- Communicate with participants, trainers, moderators, and other stakeholders involved in training events.
- Prepare training reports and maintain a record of participation registration processes.
- To ensure proper maintenance of training equipment and facilities.
- To supervise the cleanliness and upkeep of training areas.
- To verify the proper lock and key status of training facilities.
- To prepare course materials and other supporting items for trade courses.
- To maintain accurate records/files and dispatch documents or materials as required.
- To make arrangements for various visits and also arrange refreshments for training/events as required.
- Assist with procurement activities as required.
- Promote and contribute to gender equity, child/staff protection, inclusiveness, and a discrimination-free work environment.
- To carry out any other relevant tasks assigned by the authority as and when necessary.

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

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: As per organizational policy.

Other Compensation & Benefits: Contributory Provident Fund (PF), Gratuity, Festival Bonus, Group Insurance, Weekly 02 Holidays etc.

*****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 28, 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.

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