



Name of Position: Trainer – Food & Beverage Production (Cooking)

Number of Vacancies: 01

Nature of Job: Project Staff

Job Location: UCEP Dhaka North Region, Mirpur 2, Dhaka

Application Deadline: 14 November 2026

Job Purpose: To contribute to achieve high quality learning outcomes through efficient and effective management and delivery of technical education programmes following approved curricula and in line with UCEP Bangladesh's values, vision, mission, goals and relevant country laws.

Essential Requirements:

Education:

- Minimum Graduation. Relevant subjects will be given preference.
- **NSC Level 3 or 4 in Food & Beverage Production (Cooking) is mandatory**, and CBT&A certification would be preferable.

Experience:

- At least 03 years of relevant professional experience.

Others:

- Self-motivated, adaptable, team player, and passion for social development work.
- Excellent command of communication skills.

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

Job Responsibilities:

- To ensure high-quality skills training as per the approved curriculum.
- To prepare lesson and session plans for effective training in accordance with competency standards and curricula.
- To conduct theory and practical classes according to approved curricula.
- To ensure that all students follow the curricula in his / her concerned occupation.
- To be a role model and provide guidance for strengthening ethics, social values and harmony, concept of social justice, respecting diversity, equity and equality, respect towards others, patriotism, protection of the environment, good citizenship and leadership.
- To contribute to identify inner potentials of students, nurture their talents by creating an enabling environment for their development and growth.
- To provide necessary support to the Social Inclusion team for mobilizing targeted number of trainees both in fee based and free services and ensure social inclusion while selecting trainees.
- To support to maintain all electronic and hardcopy documents (e.g. admission register, attendance register, student's diary, students' personal files, lesson plans, lecture sheets, progress reports, tabulation etc.) relevant to the job.
- To contribute to ensure at least 90% students' attendance rate through attractive, enjoyable, participatory, and inclusive teaching and training.



- To give special attention to Persons with Disabilities (PWDs) and students from other disadvantaged groups and ensure they are provided necessary support to achieve expected learning outcomes.
- To contribute to maintain a safe and healthy environment within the workshop and school premises.
- Promote and contribute to ongoing efforts towards gender equity, child protection, inclusiveness, accessibility and discrimination free environment in the workplace and operations/activities/plans.
- To maintain strict confidentiality of information, documents and other internal and external communications.
- To carry out any other relevant tasks assigned by the UCEP 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 consolidated **BDT 35,000/-**. 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.

