



Name of Position: Officer, Decent Employment

Number of Vacancies: 01

Nature of Job: Contractual Staff

Job Location: Anywhere in Bangladesh/UCEP Gazipur Region

Application Deadline: 14 November 2026

Job Purpose: To perform career counseling and ensuring decent employment and apprenticeship for UCEP Bangladesh's TVET and skills training graduates in line with UCEP Bangladesh's values, vision, mission, goals and relevant country laws. And coordinate with the institution's and local employers for building relationships.

Essential Requirements:

Education: Minimum Master's degree in any discipline (major in Marketing will be preferred).

Experience: Minimum 03 years of relevant experience, including at least 01 year of work experience in Job Placement/Marketing/Industrial Linkage in a large organization.

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

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).
- Self-motivated, adaptable, team player and passion for social development work.
- Willingness to transfer and travel at any place where UCEP Bangladesh has its program operations.

Job Responsibilities:

- Contribute 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".
- Contribute 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.
- Contribute to establishing 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 apprenticeships for UCEP Bangladesh students.
- To provide career counseling to potential trainees so that they can choose their appropriate training course.
- To ensure decent employment and apprenticeship for the skills training graduates.
- To explore new partnerships and resource generation & 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 coordinate with employer's forum/council for gathering feedback, study findings, survey reports etc. and share the same with the respective colleagues with guidance from supervisor.
- To prepare reports through cross-checking data quality and ensure timely submission.
- To develop and maintain the trainee tracking mechanism with case studies.





- To promote and contribute to ongoing efforts towards gender equity, child protection, inclusiveness, accessibility and non-discrimination in the workplace and operations/activities/plans.
- To carry out any other relevant tasks assigned by the 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.

Monthly Salary: As per organizational policy.

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 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.

