



Name of Position: Facilitator, Social Inclusion (GRiVET Project funded by GAC)

Number of Vacancies: 10

Nature of Job: Project Staff

Job Location: Chattogram, Dhaka, Gazipur, Khulna, Rangpur, Rajshahi & Sylhet.

Application Deadline: July 14, 2024

Job Purpose: To contribute to ensure social inclusion programs and realization of women and child rights as a crosscutting theme in UCEP Bangladesh through GAC funded Gender Responsive Vocational Education Training (GRiVET) project at Head Office and Regional level in line with UCEP Bangladesh's values, vision, mission, goals and relevant country laws.

Job Responsibilities:

- To implement UCEP Bangladesh's values, vision, mission and goals, and development of future strategic documents as needed.
- To conduct social mapping to find out potential participants/youth and identify appropriate students from disadvantaged/marginalized/backward groups/communities like Persons with Disabilities (PWDs), ethnic and other minority groups for Education and TVET & Skills Development Program of UCEP Bangladesh.
- To ensure enrollment of girls, PWDs, ethnic and other minority groups in Technical Schools and TVET institute as per target through organizing motivational sessions and meetings with parents, community people, educational Institutes, local elite and local NGOs that work for the said groups/communities.
- To assess the enrolled students for identifying the level impairment of disabilities by using Washington Group of Questionnaire and assist to create reasonable accommodations for individual learners based on their needs.
- To assist in conducting different systematic assessments on gender, disability, child protection and safety & security issues following organizational policy and guidelines in all operational entities of UCEP Bangladesh and contribute to developing the mitigation strategy based on the assessment and ensure its implementation.
- To organize and conduct training, orientation, refreshers sessions etc. for students and staff of UCEP Bangladesh and community people on gender, protection and safeguarding and social Inclusion issues following UCEP Bangladesh's relevant policies/guidelines like Child Protection Policy, Gender Policy and Strategy on Disability Inclusion.
- Provide support to the Focal Persons of gender and disability inclusion for enabling him/her for playing an active role Technical Schools and continue regular meetings.
- To play a key role for ensuring safety security and harassment free organization through promoting a fully functional safeguarding and Child Protection Policy, Whistleblowing Policy and Sexual Harassment Prevention Policy.
- To organize different events for the celebration of different national and international days consulting with RMT to raising awareness of the students, parents and communities, and promote organizational branding and marketing.
- To prepare monthly/quarterly work plans ensuring alignment with Regional Action Plan of Senior officer - SI in consultation with Head Office and Regional Management Team and prepare progress report accordingly.
- To ensure proper and comprehensive documentation on the learners through online database system and preserve hardcopy for further reference.
- To assist Decent Employment and Entrepreneurship Development (DEED) team for ensuring jobs of marginalized groups and develop capacity of employers on Social Inclusion issues.
- To keep coordination among Education, Technical School, Decent Employment & Entrepreneurship Development and others relevant teams/authority.





- To ensure possible highest level of security, integrity and confidentiality in all aspects of works (information and internal-external communication, data management, storage, archiving and reporting).
- 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.

Essential Requirements:

- Minimum Bachelor Degree in any discipline preferably Social Science.
- At least 02 years of relevant professional experience in psychosocial Counselling, community mobilization will be considered as added value.
- Self-motivated, adoptable, team player and passion for social development work
- Ability to maintain privacy and confidentiality where applicable
- Willingness to transfer and travel at any place where UCEP Bangladesh has its program operation
- Willingness to take any challenge and get ready to adopt any changing context.
- Excellent command of communication skills both in Bangla and English
- Excellent computer operation skills including MS Office Package
- Age limit for the applicant would be 40 years. Management has the right to make exceptions based on qualifications.

Salary:

- **Monthly BDT. 20,000/- (Twenty Thousand only)**

Other Benefits:

- **As per organization/project policy.**

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

Apply Procedure

Interested candidates should apply to <https://jobs.ucepbd.org> on or before **July 14, 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.

