



Name of Position: Trainer, Beautification

Number of Vacancies: 01

Nature of Job: Project Staff under the MUSTI Project

Job Location: Mymensingh under UCEP Gazipur Region

Application Deadline: 14 November 2026

Job Purpose: Ensuring consistent, high-quality training for decent jobs through efficient and effective management, creating and delivering a training development plan following approved curricula and encouraging the team to think creatively regarding different solutions for operating, maintaining, and developing digital systems in line with UCEP Bangladesh's values, vision, mission, goals and relevant country laws.

Essential Requirements:

Education & Experience: Minimum graduation in any subject with at least 3 years of relevant working 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:

- 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).
- Excellent communication skills in English and Bangla.
- Skills in online platforms and developing digital content.
- Track record to conduct CBT&A Level-4 training and experience in working with CS, CBLM, TRB & CSLB development will get a high preference.
- CBT&A Level-4 certification would be an added advantage.

Job Responsibilities:

- Liaise with the Head of the TVET institute/Training Institute to identify and define requirements, scope, and resources for the specific group/faculty of the TVET institute/Technical School/Training Institute.
- Develop a training delivery schedule as per the approved CS, with milestones, due dates, and estimates for those materials that are required and other resources, which will then be submitted to management for approval.
- Ensure the availability of the required training materials and teaching aids to execute the quality skills training and regular trainee attendance (at least 90%).
- Keep up the morale of team members and build relationships with them to develop a strong working unit and support their impact on the success of each training batch (as defined in the project deliverables).
- To develop and maintain comprehensive project documentation, plans, and reports.
- Conduct TVET and Skills development training and its follow-up actions (to be handed over to the Decent Employment Team and keep close monitoring of their employment status).
- Ensure the teaching-learning environment in the classroom (cleanliness, special attention to slow learners, use of appropriate teaching aids including digital content).



- Provide psychosocial counseling to students (at least 90% of students) to reduce mental stress so that they cope with this emergency.
- Communicate with parents (at least 70%) to ensure awareness of safety against COVID-19 and ensure wearing masks, maintaining social distancing, etc., and preventing child labor, child marriage, and different kinds of abuses.
- To develop and maintain the MIS (online & offline), ERP, and related software and overall documentation with case studies.
- Contribute to develop TVET Institute / Technical school operational plan and ensure its implementation.
- Maintain and store the classroom equipment, furniture, materials, and supplies properly.
- To carry out any other relevant tasks assigned by the supervisor 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: BDT. **34, 550/-** (Thirty-four thousand five hundred & fifty). 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.

