



Name of Position: Head of TVET Institute

Number of Vacancies: 01

Nature of Job: Contractual Staff

Job Location: UCEP Rangpur Region/Anywhere in Bangladesh

Application Deadline: 14 November 2026

Job Purpose: To lead and ensure efficient and effective management of the TVET Institute in accordance with programme strategies and policies, approved curricula in line with UCEP Bangladesh's values, vision, mission, goals and relevant country laws.

Essential Requirements:

Required Education:

- B.Sc. in Engineering (preferably in Electrical & Electronics/Mechanical/Civil/CSE/Textile/Industrial Production).

Required Experience:

- Minimum 8 years of relevant experience, including 5 years in the TVET/skills sector or a training institute, with 01 year as Head of TVET/Institute or 3 years as Lead Trainer.

Age Limit:

- The age limit for the applicant is 45 years. Management has the right to make exceptions based on qualifications.

Others:

- CBTA certification would be an added advantage.
- Proficient in MS Office.
- Excellent Communication skills in both English and Bangla.
- Self-motivated, adaptable, a team player and passionate about social development work.
- Willingness to transfer to any place where UCEP Bangladesh has its activities.

Job Responsibilities:

- To contribute implementing UCEP Bangladesh's values, vision, mission and goals, and the development of future strategy documents as needed.
- To contribute for the development and ensure implementation of a business plan with short-, medium- and long-term strategic plans and business goals for transforming the TVET Institute into a social enterprise, ensuring local resource mobilization and stipends for disadvantaged children.
- To manage and implement TVET Institute activities, including skills training following greening guidelines, CBT&A, and RPL consistently, ensuring high-quality services and efficient overall administration.
- Contribute to annual planning, budgeting, procurement, and sustainability initiatives for efficient school management.
- Ensure accessibility for Persons with Disabilities (PWDs) and increase enrolment of disadvantaged children, fostering an inclusive learning environment.
- Adhere to Decent Work Standards, maintain a safe and secure environment, and enforce policies on sexual harassment, gender, safety, and child protection.
- Promote integrity, accountability, and compliance in TVET Institute management and operations.
- Lead teaching staff development, ensure high academic standards, introduce innovative methodologies, and monitor performance using technology.



- Promote UCEP Bangladesh's programs, maintain branding compliance, and develop communication materials like success stories and case studies.
- Integrate tech-based business solutions, update curricula per industry trends, and adopt innovative teaching-learning methods.
- Organize events, national day celebrations, co-curricular activities, and promote national heritage.
- Maintain school facilities, utilities, library, and inventory for effective resource management.
- Maintain effective communication with government bodies, NSDA, BTEB, ISCs, Employers Committee of UCEP, Skills Planning Committee, strategic partners, and other stakeholders for affiliation and approvals.
- Establish a grievance redressal system, maintain discipline, and ensure a positive environment for all students.
- Uphold strict confidentiality of information and carry out additional duties as assigned by UCEP authority.
- 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.

Other Benefits: As per policies.

*****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.

