

ActionAid Bangladesh (AAB) is looking for suitable candidate for the following position:

Trainer - Vocational Skills training on Handicraft (Bamboo, Cane Work and other craft)

Project	:	Skills Development for Self-reliance (Funded by WFP)
Location of posting	:	Ukhiya, Cox's Bazar
Types of contract	:	Fixed term contract
Duration of Contract	:	Up to 30 November 2021
Number of Positions	:	4 (Women are encouraged to apply)
Salary and benefits	:	Monthly Gross Salary will be BDT. 34,900 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary

We are looking for an enthusiastic trainer for WFP Funded Skills Development for Self-reliance Project (centre-based training and production). The incumbent must be knowledgeable in their field of expertise and possess solid technical aptitude. Additionally, we expect the position holder to be an excellent communicator, able to explain complex subjects in a clear and interesting way. The goal is to contribute to the development of community people's life skills to meet the Project needs.

Key responsibilities include (not limited to)

- Provide training both vocational & life skill to the training participants
- Group formation, orientation and develop business plan
- Distribution of training incentives including cash to program participants
- Prepare schedule for training
- Visit home to home of Rohingya men and boys
- Prepare report on trade activities
- Prepare requisition for raw materials and equipment
- Maintain the training equipment that are used at center
- Ensure attendance and maintain the attendance of the participation
- Maintain different register
- Prepare report and success stories on a regular basis

Relationships

The person holds this position will be reportable to **Programme Officer**

Required Educational Qualification and Experiences

Education

- At least HSC passed. Experience in the sector will also be considered favourably.
- Essential to complete training course on Handicrafts from reputed/government institutes

Experience

- At least 2 years or more of sound experience in training especially with focus on skills development.
- Experience in working with marginalized/vulnerable groups

Required Competencies

- Local language proficiency and working knowledge of written and spoken English
- Clear understanding of training, session plan development, income generation, business plan.
- Facilitating skills of different trainings, workshops and mentoring others.
- Facilitate the different process of capacity building activities for project participants of project
- Ability to develop training modules and process of implementing skill development training
- Ability to work independently and foster a team spirit.
- Ability to work under pressure and tight deadlines.
- Skills in report writing, documentation and presentation.
- Gender sensitive and familiar with humanitarian principles, Human Rights Based Approach.
- Good knowledge of using internet and software packages (i.e. MS Office, etc).

Application instructions

Only those who meet the above requirements are requested to apply following these instructions:

- Last date of application is **Wednesday, 27 January 2021**. Due to emergency, recruitment will be on rolling. The interested candidates are requested to apply before deadline
- Please [click here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce ensuring equal opportunity to everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone-call will result in disqualification of candidature.

Any personal persuasion/phone-call will result in disqualification of candidature. ActionAid Bangladesh has a nonnegotiable policy of ZERO TOLERANCE towards Sexual Harassment, Exploitation and Abuse (SHEA) and other Safeguarding concerns (including child abuse and adults at-risk abuse) and expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.

N.B: There is no cost involved with applying for positions with ActionAid Bangladesh. Any solicitation of job application costs should be regarded as fraudulent