

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

Associate Officer - Skills Training

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	:	1 (Women are encouraged to apply)
Salary and benefits	:	Monthly Gross Salary will be BDT. 43,400 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary

We are looking for an enthusiastic Associate Officer who will support the 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)

- Ensure attendance and maintain the attendance of the participation through Trainers.
- Ensure different register along with stock register maintained properly by the Trainers.
- Prepare requisition for raw materials and equipment.
- Maintain the training equipment that are used at center.
- Prepare report and success stories on a regular basis.
- Group formation, orientation and develop business plan.
- Facilitate to run the regular training session.
- Ensure life skill training conducted as per schedule.
- Distribution of support including cash to programme participants.
- Generate report as per requirements.
- Maintain regular communication with the stakeholders and CiC offices.
- Visit center regularly and ensure feedbacks are properly addressed.

Relationships

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

Required Educational Qualification and Experiences

Education

- Graduate degree in relevant subject areas preferably in Social Sciences, Development Studies, Management.

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.