

ActionAid is a global movement of people working together to achieve greater human rights for all and defeat poverty.

**act:onaid**

ActionAid Bangladesh is looking for suitable candidate for the following position:

## **TVET Trainer - Survey, Data collection, Waste Management**

Project	:	Skills development for Self-reliance of Rohingya women and men corresponding host community, Funded by WFP
Location of posting	:	Ukhiya or Teknaf, Cox's bazar
Types of contract	:	Fixed term contract
Duration of Contract	:	Up to 31 December 2022 (if not extended)
Number of Position	:	<b>3 (Only women are encouraged to apply)</b>
Salary and benefits	:	Monthly Gross Salary will be <b>BDT. 36,540</b> with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

### **Job Summary**

We are looking for an enthusiastic TVET (Technical Vocational Education & Training) Trainer - Survey, Data collection, Waste Management 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 to meet the Project needs.

### **Key responsibilities include (not limited to)**

- Provide training both vocational & life skill among 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

TVET Trainer-Survey, Data collection, Waste Management will report to Programme Officer – Centre Based Training.

## Required Educational Qualification and Experience

- Graduate in any discipline. (Education may relaxed for highly experience in relevant field)
- At least 1 year of experience in humanitarian and/or development organizations
- Experience in service-based project implementation is highly desired specially in Rohingya response
- Experience in CFW payment, facilitating trainings and workshops and mentoring others

## Technical Skills

- Proficiency in the local language will be an advantage.
- Understanding on field operation and camp level programme implementation
- Understanding of training, session plan development, income generation, business plan.
- Excellent spoken and written English language skills and the capacity to produce quality reports independently.
- Gender sensitive and familiar with humanitarian principles, Human Rights Based Approach
- Able to take decisions in a timely manner, prioritize and multi-task seamlessly.
- Ability to work under extreme pressure and meet deadlines.
- Team player with experience in multi-cultural and multi-ethnic environments.

## Application instructions

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

- Last date of application is **Saturday, 15 January 2022.** *Due to emergency, recruitment will be on rolling. The interested candidates are requested to apply before deadline*
- Please [click here](#) to submit your application.

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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.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards child abuse, exploitation and child labor and expects all employees to abide by the Child Protection Policy 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***