

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

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

Master Trainer & Quality Assurance Officer

Project	:	Prevention and Response to Violence against Children and Women in Rohingya Camps and Host communities project funded by UNICEF (Phase V)
Location of posting	:	Ukhiya, Cox's bazar
Types of contract	:	Fixed term contract
Duration of Contract	:	Up to 09 May 2023 (if not extended)
Number of Position	:	1 (only women are encouraged to apply)
Salary and benefits	:	Competitive salary with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary

This position will support livelihood skill training along with the quality assurance of the produced materials within SSWG. She will capacities the trainers in all aspects of livelihood skill training, along with conducting process evaluations to check the quality of training and produced materials. She will also be responsible for maintaining records of all the training documents, materials, and updates to line manager time to time.

Key responsibilities include (not limited to)

- Facilitate regular training sessions.
- Ensure the quality of training along with produced materials within SSWG.
- Prepare requisition for raw materials and equipment.
- Maintain the training equipment that is used in SSWG.
- Calculate the monthly income of the training participants.
- Capacities Rohingya trainer.
- Coordinate the production & training and monitor all the trainers.
- Organize group meetings, Self Help Group (SHG) formation, orientation, and develop a business plan.
- Ensure and maintain attendance and other documents.
- Maintain different registers along with stock registers.
- Prepare reports and success stories on a regular basis.

Relationships

Master Trainer & Quality Assurance Officer will report to Programme Officer – GBV.

Required Educational Qualification and Experience

- Graduate from any discipline

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- Trained and certified Master trainer from govt. or non-govt. institutions.
- Minimum 1 year experience as Master Trainer for vulnerable populations and having experience responding to VAWG would be an added value.

Technical Skills

- Proficiency in the local language will be an advantage.
- Understanding of gender, human rights, violence against women and Protection.
- Presentation and Facilitation skill
- Ability to maintain confidentiality
- 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.
- Data management, Proficient with MS office suite

Application instructions

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

- Last date of application is **Saturday, 04 June 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.

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