

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:

Trainer - Sewing Machine Operation

(Only women are encouraged to apply)

Project	: Promoting Women and Girls' Empowerment through Enhancing Protection and Economic Resilience of Rohingya Women and Adolescent Girls in 3 Camps- Phase III (Funded by UN Women)
Location of posting	: Ukhiya, Cox's Bazar
Types of contract	: Contractual
Duration	: Up to 30 June 2025, if not extended
Number of position	: 03 (Three)
Salary and benefits	: Monthly Gross Salary with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary

The Trainer - Sewing Machine Operation will be responsible for providing hands-on training in the operation, maintenance, and repair of sewing machines. This includes teaching sewing techniques, garment construction, fabric cutting, and stitching methods to trainees, with the goal of helping them develop the skills needed for employment or entrepreneurship in the garment and textile industry.

The trainer will deliver practical lessons, assess trainees' progress, and ensure that they meet competency standards. In addition to technical skills, the trainer will also focus on workplace safety, quality control, and time management. The role includes tailoring the training program to meet the needs of diverse groups, including beginners and those with intermediate sewing skills.

Key responsibilities include (not limited to)

Training Delivery:

- Provide comprehensive instruction on the operation of sewing machines, including different types of industrial and domestic machines.
- Teach garment-making techniques such as fabric cutting, pattern following, stitching, hemming, and finishing.
- Demonstrate proper use of sewing tools and materials (e.g., needles, thread, scissors, measuring tools).

Skill Development:

- Develop trainees' technical skills in sewing and tailoring through practical, hands-on workshops.
- Focus on precision sewing, garment fitting, and troubleshooting machine issues.
- Offer specialized training on different sewing techniques such as embroidery, quilting, or decorative stitching if required.

Machine Maintenance and Safety:

- Teach basic maintenance and troubleshooting of sewing machines, including oiling, cleaning, and adjusting tension.
- Educate trainees on safety procedures, ensuring the proper handling of sewing machines and equipment to prevent accidents.
- Promote best practices for ergonomic use of machines to avoid injury.

Curriculum Development:

- Develop a structured training program tailored to the skill level of trainees, with clearly defined learning outcomes.
- Update the curriculum as needed to keep pace with industry trends and new sewing techniques.
- Create lesson plans that cover both theoretical knowledge and practical skills development.

Monitoring and Evaluation:

- Track the progress of trainees through regular assessments, quizzes, and hands-on evaluations.
- Provide constructive feedback and individualized support to ensure each trainee reaches their learning goals.
- Prepare periodic reports on trainees' performance and recommend additional training where needed.

Entrepreneurship and Employment Guidance:

- Provide guidance on how trainees can use their sewing skills to generate income, either through employment in the garment sector or by starting their own businesses.
- Offer training on pricing, quality control, and customer service to support trainees who wish to pursue entrepreneurial opportunities.

Inventory and Equipment Management:

- Ensure that all sewing machines, tools, and materials are properly maintained and accounted for.
- Monitor the inventory of sewing materials (fabrics, threads, accessories) and request new supplies when necessary.

Collaboration and Capacity Building

- Work with program coordinators, community leaders, and other trainers to ensure the smooth implementation of the training program.
- Assist in building the capacity of local trainers or volunteers who can continue the program in the future

Relationships

The person holds this position will be reportable to the Project Manager.

Required Educational Qualification and Experiences

Education

- Education: Diploma or certification in Textile, Tailoring, or a related field. Formal training in sewing machine operation is preferred.

Experience

- At least 2-3 years sound experience in related field
- Essential to complete training course on vocational (Industrial training) from reputed/government institutes.

Required Competencies

- **Experience:** Previous experience in sewing machine operation, garment making, or as a vocational trainer in the textile or fashion industry.
- **Skills:** Strong technical sewing skills, including knowledge of various sewing machine models (industrial and domestic); excellent teaching and communication skills.
- **Languages:** Proficiency in local languages and/or English.
- **Other:** Patience, attention to detail, and the ability to work with trainees of different skill levels.

Technical Skills

- Local language proficiency and working knowledge of written and spoken English
- Clear understanding of vocational(industrial) 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, 06 November 2024.**
- Please [click here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce, ensuring equal opportunity for 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 Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy and other relevant safeguarding policies and expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.

NB: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from job applicants should be regarded as fraudulent