

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:

## **Sr. Trainer -Tailoring and Production/Jr. Trainer -Tailoring and Production**

Project	: Green Skills Development Project, Funded by WFP
Location of posting	: Ukhiya/Teknaf
Type of contract	: Fixed term contract
Duration of Contract	: Up to 31 January 2026 (if not extended)
Salary and benefits	: Monthly Gross Salary BDT. 46,992/BDT. 44,490 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

### **Job Summary**

The incumbent must be technically knowledgeable in Tailoring & production. She needs to expertise centre-based upcycling activities and production including production group formation, capacity building training. Expertise in product design and making product according to design. She needs to be target oriented to product.

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

#### **Implementation (80% of time)**

- Participants selection from the Rohingya community, Production group formation, orientation should be done on time,
- All steps should be taken to create upcycling products from various waste items,
- Ensure participants daily attendance with MODA and manually.
- Prepare requisition for raw materials and equipment according to target basis,
- Maintain the training equipment that is used at the centre.
- Group formation and orientation of project participants should be done on time frame,
- The target of making recycling products from waste items must be met,
- Assist to distribution of wages including cash to program participants.
- Prepare schedule for production according to target basis,
- Prepare requisition for raw materials and equipment.
- Maintain different registers and other documents,
- Prepare report and success stories on a regular basis.
- Constant communication and coordination must be maintained with the center in-charge and community mobilizers.
- Quality must be maintained during production.
- All equipment must undergo regular maintenance during production.

## Coordination and Reporting: (20% of time)

- Ensure daily and weekly reporting as per the project needs.
- Regular coordination must be maintained with the line manager and other colleagues.
- Maintain and compile updates and reporting according to the prescribed template for M&E and donor.
- Providing assistance in creating documentation, including photographs, case studies, and other records for upcycling activities.

## Required Educational Qualification and Experience

### Experience & Training:

- At least 1-2 years or more of sound experience in training, especially with focus on skills development
- Experience in Rohingya response will also be considered favourably.
- Essential to complete training course on Tailoring & Dress making/Fashion garments from reputed/government institutes.
- Experience in working with marginalized/vulnerable groups

### Education:

- At least Graduate/ HSC passed. Education may be relaxed for highly experience person.

## Required Competencies

- Excellent training facilitation skills.
- Ability to work under pressure, particularly during emergency situations.

## Technical Skills

- 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).

## Relationships

- S/he will report to the Coordinator - Cooking & Upcycling. S/he will work as a team member in this project.

## Application instructions

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

- Last date of application is **15 February 2025**

- Please [click here](#) to submit your application. (ActionAid only received applications through this online recruitment module)

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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.*