

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 - Handicraft Training & Production

Project	:	Skills development for Self-reliance of Rohingya women and men corresponding host community -Phase II, Funded by WFP
Location of posting	:	Ukhiya/Tefnaf, Cox's bazar
Types of contract	:	Fixed term contract
Duration of Contract	:	Up to 31 December 2023 (if not extended)
Number of Position	:	1
Salary and benefits	:	Monthly Gross Salary BDT. 41,226 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary

AAB is looking for an enthusiastic trainer for WFP Funded Skills Development for Self-reliance Project (TVET). The incumbent must be technically knowledgeable in Handicraft training and production. She needs to expertise in training group formation, conduct training including life skills session. She needs to be target oriented. 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)

- Participants selection from the Rohingya community
- Training group formation, orientation.
- Conduct vocational training for women and engaged them production.
- Distribution of training wages including cash to program participants
- Prepare schedule for training.
- Visit home to home of Rohingya.
- Prepare report on trade activities.
- Prepare requisition for raw materials and equipment.
- Maintain the training equipment that are used at centre.
- Ensure attendance and maintain the attendance tracking using electronic device and manually.
- Maintain different register.
- Prepare report and success stories on a regular basis.

Relationships

Trainer - Handicraft Training & Production will report to Project Manager

Required Educational Qualification and Experience

- At least HSC passed. Experience in the sector will also be considered favorably.
- At least 2 years or more of sound experience in training especially with focus on skills development
- Essential to complete training course on Handicraft related training from reputed/government institutes.

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)

Application instructions

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

- Last date of application is **Thursday, 02 February 2023**. *Due to emergency, recruitment will be on rolling. 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.