

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

Master Trainer - Tailoring and Handicraft

Project Name	:	UNFPA funded Project
Location of Posting	:	Based in Ukhia and Teknaf
No. of Position	:	02 (Two)
Duration of Contract	:	Fixed-term contract up to 31 December 2026 (renewable depending on funding availability and performance)
Salary and benefits	:	Monthly Gross Salary BDT. 46,715 with other benefits mobile & internet allowance, group life insurance etc

Job Summary:

The Master Trainer will be responsible for planning, delivering, and supervising a wide range of technical and vocational skill development trainings for women and men from Rohingya and host communities at the Women-Led Community Centre (WLCCs) and Multipurpose Centre (MPC) of Ukhia and Teknaf. The position aims to strengthen participants' practical skills, employability, and income-generation opportunities through hands-on, market-relevant training.

The role will provide structured training in tailoring and sewing, handicrafts, bamboo crafting, jute handicrafts, weaving, knitting, beautification, and other demand-driven trades. The Master Trainer will ensure quality training delivery, safe and effective use of tools and equipment, proper documentation, and close coordination with WLCC staff to support sustainable livelihoods outcomes.

In addition to vocational skills, the Master Trainer will contribute to the development of life skills within the community, with particular emphasis on Rohingya women and adolescent girls. The position will focus on non-technical and life skills development, monitoring participants' progress in personal growth, confidence, and social well-being. The role involves working closely with vulnerable groups to identify psychosocial and mental well-being needs, facilitate life skills and therapeutic activities (as appropriate), and support the integration of these initiatives to improve resilience and overall community conditions among Rohingya and host community.

Key responsibilities include (not limited to):

Training Planning and Group Formation (15% of Time)

- Support participant selection in coordination with the volunteers, ensuring inclusion of vulnerable women and men from Rohingya and host communities.
- Form training groups and conduct orientations on training objectives, schedules, safety, and centre guidelines.

- Prepare detailed training plans, session schedules, and practical demonstrations based on approved curriculum.
- Adapt training approaches to participants' literacy levels, learning needs, and cultural context.

Technical Skill Development and Training Delivery (65% of Time)

- Conduct hands-on technical trainings in tailoring and handicrafts.
- Demonstrate proper use, maintenance, and safety of tools, machines, and equipment.
- Ensure quality standards during production, practice sessions, and product finishing.
- Prepare requisitions for raw materials, tools, and equipment based on training targets.
- Supervise practical exercises, mentor trainees, and provide continuous feedback to improve skills.
- Coordinate closely with the Centre In-Charge and relevant staff to ensure smooth implementation of training activities.
- Support production planning and linkage of skills with income-generation opportunities, where applicable.

Equipment, Materials, and Resource Management (10% of Time)

- Ensure proper handling, storage, and regular maintenance of training equipment and tools.
- Maintain stock and inventory records for raw materials and finished products.
- Ensure efficient and safe use of centre resources during training and production.

Reporting, Documentation, and Coordination (10% of Time)

- Maintain attendance sheets, trainee progress records, and training registers.
- Prepare regular training reports, progress updates, and success stories as per organizational and donor requirements.
- Assist in documentation through photographs, case studies, and training outputs.
- Support monitoring and evaluation activities, including pre- and post-training assessments.
- Participate in coordination meetings, reviews, and capacity-building sessions as required.

Relationships

The incumbent will report to the Coordinator - Livelihood and Skill Development.

Required Educational Qualifications and Experiences

- Minimum **1–2 years of experience** in providing technical and vocational skill development training for community-based women and youth.
- Prior experience working with Rohingya refugees, host communities, or humanitarian/development projects is preferred.

Technical Skills

- Strong technical expertise in one or more vocational trades with the ability to train others.
- Excellent facilitation, mentoring, and practical demonstration skills.
- Ability to communicate effectively with diverse community groups.
- Knowledge of local markets, product design, and basic quality control.
- Basic record-keeping and reporting skills.
- Positive attitude, teamwork, and problem-solving ability.
- Ability to understand Burmese/Rohingya language is an asset.

- Interpersonal skills.

Application instructions

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

- The last date of application is **09 August 2026**. Due to emergency, recruitment will be on rolling. The interested candidates are requested to apply early before deadline
- 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.

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