

## Vacancy Announcement for the Position of Training Manager

<b>Job Title:</b>	<b>Training Manager</b>
<b>Project Name:</b>	<b>Investment Component of Vulnerable Group Development Programme (2<sup>nd</sup>Phase)</b>
<b>Duty Station:</b>	<b>Khulna division</b>
<b>Duration of Appointment:</b>	<b>1 year</b>
<b>Expected Starting Date:</b>	<b>As soon as possible</b>

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### **ABOUT Program**

#### **Investment Component for Vulnerable Group development Programme (2<sup>nd</sup>Phase)**

project is one of the social safety net projects funded by World Food Programme (WFP) which will be implemented in seven rural and one urban Upazilas of Bangladesh. The overall programme objective is to achieve specific nutrition outcome for children by implementing nutrition sensitive social protection programme envisioned in National Social Security Strategy (NSSS) of Bangladesh. The project will be implemented in collaboration with the Ministry of Women & Children Affairs (MOWCA) of Bangladesh Government. Uttaran will work as strategic partner providing required technical assistance and overall implementation support to implementing NGOs at field level.

Uttaran is an NGO working Bangladesh since 1985 to uphold rights and entitlements and to improve the socio-economic condition of the poor and disadvantaged community people. Uttaran is a people centered organization using a rights based approach to alleviate poverty, diversify livelihood opportunities and empower poor communities of Bangladesh.

### **Scope of the Work**

A **Training Manager** will be responsible for the following tasks:

#### **Programme Implementation & Planning**

- Understand the ICVGD project objectives, principles and approaches in achieving sustainable impact in the life of the poor women and their families;
- Drawing an overall Training and Development plan of the project staffs and other relevant stakeholders
- Identifying and assessing training needs of the project staffs & beneficiaries based on different contexts i.e. financial inclusion, relevant value chain, market linkage, life skill, social BCC, nutrition messaging etc.
- Conceptualize the maternal and child health and nutrition situation of the selected areas of Bangladesh and lead designing the training strategy of context appropriate Behavior Change Communication (BCC) messages/activities, Entrepreneurship Development Training, Financial Inclusion, Human Capital development & Market Linkage training materials.
- Prepare monthly training plan with budget in accordance with detailed annual/quarterly training plan of the project with reporting;

#### **Capacity Building**

- Lead the training officers in facilitating different module-based training at the field level

- Lead the assessment of specific training needs of different stakeholders and staffs of the project

#### **Programme Coordination and Other support**

- Draft and finalize training plans and budgets (revision) for submission to PM
- Coordinate implementation of **ICVGD** training activities under the guidance of the Program Manager and WFP staffs

#### **Any other additional activities as per organizational (NGO/GOB/WFP) needs.**

#### **Expected Results/Deliverables:**

- Timely training reports submitted to WFP
- Timely facilitation of decision making processes for the project
- Effective and timely delivery of module-based training to project stakeholders

#### ***Degree of expertise and Qualifications***

- Maximum 45
- Master's in Social Science or equivalent;
- 12 years' progressively responsible experience, job related experience in managerial positions in food security project implemented by national/international NGOs/UN bodies/ Government including 5 years' experience as a senior level trainer;
- Proven experience on training planning, implementation, budgeting, financial management, report writing, training need assessment, training follow-up & evaluation.;
- Strong management skills including ability to provide strategic guidance, technical oversight, mentor staff, build strong teams, develop workplans, and manage budgets and project expenditures;
- Skill in speaking and report writing in English;
- Computer skill on MS word, excel, power point and others;
- Experience in working with government department;

#### ***Reporting & Supervision***

- The Training Manager will work under the direct supervision of Program Manager of the organization.
- He/ She will work closely with the Training Officers of the ICVGD project

#### ***Salary***

Monthly gross salary BDT. 50,000/-

#### ***Compensation & Other Benefits***

As per project design.

#### ***Application Process***

Please send your resume/CV with photograph along with a cover letter showing your suitability for the position latest by 21 November, 2019 addressing to The Director of Uttaran, Regional Office, Tala, Satkhira. Application should be sent via courier/postal

services. Please mark the position applied for on the envelope. Women and indigenous people are especially encouraged to apply. Any canvassing will result in disqualification. Only short listed candidates will be contacted for interview.

### **Company Information**



**Uttaran**

House # 32 (Flat-B1), Road # 10/A, Dhanmondi, Dhaka-1209.

Web: [www.uttaran.net](http://www.uttaran.net)