

## **Vacancy Announcement for the position of Training Officer (EDT & Value Chain Management)**

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

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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 Officer (EDT & Value Chain Management)** will be responsible for the following tasks:

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

- Preparing Training Manual on value chain selection, value chain analysis, identification of market-based solutions, assessment of market-based solutions and identification of different facilitation activities
- Conduct market assessment survey and analyse information to design project intervention/activities
- Identify and analyse potential opportunities to improve Project participants/ICVGD Women's access to markets and to improve efficiency of market actors.
- Identify potential service providers, input/output market actors, project partners and producers (ICVGD women/Self Help Groups) and develop strategies for analysing and addressing their constraints
- Identify relevant business related Private Sector actors (PSAs) and create necessary linkages between Self Help Group (SHGs) and Market Actors
- Implement profitable business models for currently available technology around improved technologies (agriculture, sanitation, safe water and closing the sanitation loop, etc)

### **Capacity Building**

- Prepare comprehensive training plan for project staff of ICVGD
- Facilitate training on EDT and Value Chain Management with ICVGD project staff
- Identify training agenda, develop strategy and support curriculum development to address diverse needs for capacity building of different market actors.
- Organize and facilitate different workshops/meetings, orientation and discussion sessions etc.

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

- Maintain regular coordination with relevant stakeholders of public and private sector and WFP officials for smooth operation of value chain activities
- Monitor effective implementation of project activities through regular field visits.
- Contribute in developing M & E tools, collect data, analyse and prepare report.
- Prepare monthly/quarterly progress reports for the selected IGAs/value chains of the region, incorporating both qualitative and quantitative information
- Ensure systematic documentation of project results and impact
- Facilitate and engage local level GoB departments and public stakeholders to ensure support for project activities
- Maintain close contact and communication for project planning, strategy formulation and other issues with Supervisor and counterparts, service providers, government, private sector and project participants.

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

**Expected Results/Deliverables:**

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

- Maximum 45
- Master's degree in agriculture related subjects or business administration. Academic qualification is flexible in case of significant experiences in following: rural enterprise development, IGA management and feasibility studies, and rural market development issues;
- 10 years of professional experience in similar projects;
- Working experience with ultra-poor women for business development is a plus;
- Knowledge & skills in developing & implementing training curriculum/modules;
- Training quality monitoring, supervision, and reporting;
- Strong networking capability, and analytical and interpersonal communication skills;
- Use of basic computer software, e.g. MS Office Suite;

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

- The Training Officer-EDT & Value Chain Management, will work under the direct supervision of Program Manager of the organization.
- He/ She will work closely with the Training Manager & other 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)