

Vacancy Announcement for the position of Training Officer (Financial Inclusion)

Job Title: Training Officer (Financial Inclusion)
Project Name: Investment Component of Vulnerable Group Development Programme (2nd Phase)
Duty Station: Khulna division
Duration of Appointment: 1 year
Expected Starting Date: As soon as possible

ABOUT Program

Investment Component for Vulnerable Group development Programme (2ndPhase) 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 (Financial Inclusion)** will be responsible for the following tasks:

1. Prepare Curriculum/Training module on basic Financial terms
2. Prepare training plan on financial inclusion training to the community women
3. Conduct financial training with project staffs and community participants
4. Conduct sessions on Business Calculation to the community women for running their individual business
5. Oversee training sessions provided to the project staffs and Field level stakeholders /community women
6. Conduct Training Need Assessment of the community women for developing contextual financial training
7. Maintain close contact and communication for project planning, strategy formulation and other issues with Supervisor and counterparts, service providers, government & private sector financial service provider and project participants.
8. Mobilize group of women on developing business mindset and maintaining group business, cash/ ledger book maintaining

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 accounting, Finance or Business Administration. Academic qualification is flexible in case of significant experiences in following: rural enterprise development, IGA management and Business Plan Management;
- 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-financial Inclusion, 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. 35,000/-

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

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Web: www.uttaran.net