



Job Description
October 27, 2021

Training Officer

Anando (Promotion of Culture and Youth Resource Development) is a non-government, non-political and non-profitable national organization, established in 1997 and its mission is to strive for culture of development and peace through integrated development approach, which enables individuals and communities to become self-reliant. Anando is inviting application for the project of **'Improved resilient livelihoods opportunities of migrant workers and returnees of host communities (post COVID-19 recovery) at Ramu, Cox's Bazar, Bangladesh'** financial supported by **Welthungerhilfe-Germany** for the following position.

Position Title : **Training Officer**

Position Number : **01**

Job Location : Cox's Bazar

Duration of Project : 2 years (Starting from 1st November 2021)
(Project may further extend on depend of donor funding).

Application Deadline : November 09, 2021

Job summary:

The training officer will be responsible for conduct and organising all off farm training and workshop under this project. The training officer will also to coordinate all training activities including awareness, capacity and skill building interventions, prepare Issue based and appropriate training module and conduct trainings and their documentations. He/she will also coordinator vocational skills training and employment generation.

Requirements:

- Master degree in Social Science, Agriculture or Nutritional Science.
- At least five years experiences in the similar position
- Good understanding about service models with special focus on skill development and livelihood (vaccinators, homestead gardening, farming, Micro

Seed Dealers, Micro Seed Retailers, Fish Fry hawkers, Village Agents, collectors etc.) necessary for income and production

- Good understanding about community savings and women's economic empowerment
- Have good facilitation, communication, negotiation, linkage building skills with private and public service providers.
- Previous work experience in refugee camps
- Previous work experience in emergency settings

Responsibilities:

- Participate in designing training programs based on needs assessments.
- Participate in the development of the training module.
- Assist the Team in organizing and delivering field-level activities/training and workshops.
- Review of curriculum, objectives, scope, and sequence.
- Attend all workshops and pieces of training organized for beneficiaries and staff.
- Ensure integration of program approach with other sectors.
- Support the development of M&E tools and systems to measure and analyze learning outcomes.
- Arrange and provide financial literacy training to returnees and their families so that their remittance will utilize in a productive way
- Strengthen and establish a community-level group to support business and provide linkage with key stakeholders
- Provide independent financial services support, including debt mediation services for returnee migrants, service advocacy, business development, and job placement
- Liaise with local level industries/institutes and projects for managing job placement for the returnees
- Provide access to skills training for returnees, including local market skills, skills for economic infrastructure, and internationally recognized skills qualifications
- Have skills in multi-layer team management, facility management, business operational analysis, business correspondence, and cross-cultural communications
- Program management, strong interpersonal and communication skills, and ability to build relationships in a multicultural environment
- Facilitating and conducting training (Tailoring/Goat Rearing/Vegetable Gardening/ off and on farm, Handicraft/Block-Batiks/Basic Computer Literacy/Packaging/Nursery/Seed Preservation/Small business/Mobile Servicing etc.) and workshop and training module development;
- On and off-farm intervention for creating livelihood opportunities for women living in poverty;

- Market linkage; Maintain linkage and networking with different stakeholders and networks;
- Must be skilled in need the requirements of the trainees.
- Follow the organization's Child Protection & PSEA Policy.
- Assist Project Manager in any other issue.

Salary : Taka 50,000/- per month.

After completion of probation period, other benefits (Provident Fund, Gratuity, Festival Bonus & other admissible benefits) will be entitled as per organizational policy. Application with details C.V., Photograph must be reached to-

**The Executive Director,
ANANDO,
13A/4A (1st Floor), Babar Road, Block-B, Mohammadpur, Dhaka-1207**

or,

E-mail: anandojobs@yahoo.com

N.B.: Please mark the title of the position on the top of the envelope and write the position name in subject line in the email. Only short listed candidates will be contacted for interview. Any persuasion and lobby will be treated as disqualification for the applicant.

- - -