

Government of the People's Republic of Bangladesh  
Office of the Deputy Director  
Department of Youth Development  
Link Road, Cox's Bazar

Date: 13.06.2024

**Vacancy Announcement**

Department of Youth Development, Cox's Bazar is thereby announcing a recruitment for the following vacant positions having a contractual basis of 6 months (Extendable) under its ISEC project, "Leaving No One Behind: Improving Skills and Economic Opportunities for the Women and Youth in Cox's Bazar, Bangladesh". Please apply with CV in English to Deputy Director, DYD, Link Road, Cox's Bazar by 30 June 2024 through [ddydcx@gmail.com](mailto:ddydcx@gmail.com) and send & submit hard copy in the said address.

Sl	Position & Salary	Qualifications & Key responsibilities	Experiences	Duty Station
1.	Training Coordinator-1 Salary: 80,000/-	Master's degree in development studies, business management, economics, social science or B.Sc in Engineering or related field. ➤ Provide technical support and oversee the TVET program. ➤ Coordinate activities and resources to support the smooth functioning of RTOs, including scheduling, training and facilities management. ➤ Liaise on between the DYD, RTOs and ILO. (For details, see the website: <a href="http://www.youth.coxbazar.gov.bd">www.youth.coxbazar.gov.bd</a> )	At least 3 years of experiences on the implementation of CBT program aligned to the National Technical and Vocational Qualification Framework (NTVQF)	Cox's Bazar District and its Upazilas.
2.	Trainers-6 Salary: 35,000- 40,000/- i) Electrical Installation & Maintenance -1 ii) RAC-1 iii) Graphic Design-1 iv) House-keeping-1 v) Consumer Electronics-1 vi) IT Support & Services-1	Diploma in Engineering/Equivalent degree in related Occupations. Must have National Certificate-iv in CBT & A and NSC-11 in technical occupations as per NTVQF. ➤ Manage training facilities, resources, teaching and learning materials. ➤ Prepare gender responsive training delivery plan and session plan aligned with the Competency Standards, and Competency-Based Learning Materials. (For details, see the website: <a href="http://www.youth.coxbazar.gov.bd">www.youth.coxbazar.gov.bd</a> )	At least 3 years of experiences in conducting CBT and assessment program. Proficient in MS Office Package and capacity to manage project requirements including MIS. Use of digital technology to deliver training session- laptop, Multimedia, Internet etc.	DYD, RTOs in Sub-district of Cox's Bazar.
3.	Workshop Assistant/ Training Assistant-4 Salary: 20,000/- i) Electrical and Electronics -1 ii) IT Support & Services and Graphic Design-1 iii) RAC-1 iv) House-keeping-1	Diploma in Engineering with NSC-1 or SSC with NSC-2 in relevant Occupations as per NTVQF in technical occupations. ➤ Assist trainers to prepare training schedules and sessions ensuring alignment with competency Standards and learning objectives. ➤ Keep records training resources, including materials, equipment, and facilities. ➤ Clean training premises and store tools, equipment of the training center. (For details, see the website: <a href="http://www.youth.coxbazar.gov.bd">www.youth.coxbazar.gov.bd</a> )	At least 2 years of working experiences in TVET program. Experience in organizing and coordinating CBT skills training program. Work experience in Cox's Bazar context is desirable.	DYD, RTOs in Sub-district of Cox's Bazar.
4.	Accountant -1 Salary: 40,000/-	A bachelor's degree in Finance, Accounting or related field, Professional certification (e. g. - ACCA, CIMA) is a plus. ➤ Disburse fund to the 8 Upazila level TVET institutions as per approved budget provisions. ➤ Maintain financial records and ensure compliance with financial policies and procedures. ➤ Collaboration with project coordinator and stakeholders to ensure accurate financial documentation & work 8 TVET institutions providing skills. ➤ Coordinating with auditors and assisting in financial audits when required. (For details, see the website: <a href="http://www.youth.coxbazar.gov.bd">www.youth.coxbazar.gov.bd</a> )	At least 3 years of working experiences in Finance, Accounting or a budget management. Strong analytical abilities and attention to details for recording and managing expenses. Knowledge of finance regulations and compliance standards. Ability to collect and organize financial data for reporting purpose. Proficiency in Microsoft Excel, Accounting software and financial management system.	DYD, RTOs in Sub-district of Cox's Bazar.