

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

No-34.01.2200.000.24.151.23-198

Date: 13 April 2026

**Potential Job Vacancy Announcement**

Department of Youth Development, Cox's Bazar is thereby announcing a recruitment for the following potential vacant positions with a contractual basis of 7 months from 1 May to 30 November 2026 under its "Leaving No One Behind: Improving Skills and Economic Opportunities for the Women and Youth in Cox's Bazar, Bangladesh" (ISEC) project. Please apply with CV in English to Deputy Director, DYD, Link Road, Cox's Bazar by 26 April 2026 through [dddycoc@gmail.com](mailto:dddycoc@gmail.com) and must send & submit hard copy (Mandatory) 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 related discipline/B.Sc in Engineering or related field with NC-IV Certifications in CBT&A. ➤ NTVQF/BNQF Training, TVET learning materials development related work. ➤ Provide technical support and oversee the TVET program. ➤ Coordinate activities and resources to support the smooth functioning of STPs/RTOs, including scheduling, training and facilities management. ➤ Liaise on between the DYD, STPs and ILO.	At least 5 years of experiences on the implementation of CBT program aligned to the National Technical and Vocational Qualification Framework (NTVQF/BNQF)	Cox's Bazar District and its Upazilas.
2	Accountant -1 Salary: 60,000/-	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.	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, STPs in Sub-district of Cox's Bazar.
3	Trainers-4 Salary: 35,000-40,000/- 1) Electrical Installation & Maintenance-1 2) RAC-1 3) Digital Marketing-1 4) House-keeping-1	Bachelor's Degree or Diploma in Engineering/Equivalent Degree in related Occupations with NC-IV Certifications in CBT&A. ➤ 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.	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, STPs in Sub-district of Cox's Bazar.
4	Junior Trainer-4 Salary: 20000/- 1) Electrical Installation & Maintenance-1 2) RAC-1 3) Digital Marketing-1 4) House-keeping-1	Diploma in Engineering or Equivalent Qualification, with NTVQF/BNQF Level 2/3 Certification. ➤ 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.	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, STPs in Sub-district of Cox's Bazar.
5	Support Staff-1 Salary: 15,000/-	➤ SSC or relevant certificate ➤ Hard working and obedient. ➤ Office management skills with file noting, reporting and preserving training documents and records etc.	At least 3 years of working experiences	
6	Employment Support Service Officer-1 (ESS) Salary: 70,000/-	Master's degree in Human Resource Management/Business Administration/Economics/Sociology or relevant discipline/Development studies or related field. ➤ Provide technical support and oversee the TVET program. ➤ Coordinate activities and resources to support the smooth functioning of STPs/RTOs, including scheduling, training and facilities management. ➤ Liaise on between the DYD STPs and ILO.	At least 5 years of experiences on the implementation of CBT program aligned to the National Technical and Vocational Qualification Framework (NTVQF/BNQF)	Cox's Bazar District and its Upazilas.
7	Skills & Referral Focal Point: 1 (ESS) Salary: 40,000/-	Education: Bachelor's in Social Science/Development Studies/Education, or related field (TVET/HR preferred). Responsibilities: Assess candidates, refer to CBT/RPL programs, update LMMPP data, counsel youth, and draft reports.	Experience: 2–3 years in community mobilization, NTVQF knowledge, digital literacy, and local dialect fluency. Duty Station: Cox's Bazar District and its Upazilas (requires up to 80% field movement).	
8	Support Staff-1 (ESS) Salary: 15,000/-	➤ SSC or relevant certificate ➤ Hard working and obedient. ➤ Office management skills with file noting, reporting and preserving training documents and records etc.	At least 3 years of working experiences	

For details, see the website: [www.youth.coxbazar.gov.bd](http://www.youth.coxbazar.gov.bd)



13/04/2026

Md. Moazzem Hossain  
Deputy Project Director (ISEC)  
Dept. of Youth Development  
Cox's Bazar.