Khagrachari Hill District Council
Khagrachari
Website: www.khdc.gov.bd

Memo no -29.36.4600.103.006.00.0023.24.2046 Date: 05 October 2026

Employment Opportunity

Khagrachari Hill District Council (KHDC) is inviting applications for the following positions under the project "Women and Girls Empowerment Through Inclusive Education in CHT (WaGEIE);

Projcet: Women and Girls Empowerment Through Inclusive Education in CHT (WaGEIE).

SL no	Name of Position	Post
1.	Upazila Education Facilitator	01

Conditions:

- Applications must be submitted by addressing to the Chairman, Khagrachari Hill District Council, in accordance with the terms and conditions of the ToR, by 4:00 PM on 20th October, 2026. Applications must include a cover letter, CV, recent Passport-sized photograph, experience certificates, all academic certificates, national ID card, and a permanent resident certificate. All Photographs and certificates must be attested by a first-class gazetted officer.
- Priority will be given to individuals with prior work experience with the khagrachari Hill District Council and to female candidates.
- Only shortlited candidates will be called for an interview. Incomplete or defective applications will be considered rejected.
- Applications must be submitted to: WaGEIE Project Office, 2nd Floor, Khagrachari Hill District Council.
- The detailed ToR is available on the website: www.khdc.gov.bd
- Khagrachari Hill District Council reserves all rights regarding this recruitment process.

Copy for kind information and wide circulations (Not according to Seniority):

1. Chif Executive Officer, Khagrachari Hill District Council.
2. Mr. .....member, Khagrachari Hill District Council.
3. Executive Officer, Khagrachari Hill District Council.
4. Accounts & Audit Officer, Khagrachari Hill District Council.
5. District Program Implementation Analyst, EPPD-CHT,UNDP,Khagrachari.
6. IT Officer, Khagrachari Hill District Council. (With request to upload this notice in the KHDC website)
7. Officer copy/ notice board.

(Mrasa thowai Marma)
Chairman
Khagrachari Hill District Council

Khagrachari Hill District Council
JOB DESCRIPTION OF KEY STAFFS
UNDER LOA WITH HILL DISTRICT COUNCILS
ponent: Women and Girls Empowerment through Inclusive Education in CHT (WGEIE) of ERRD-CHT, UNDP

NO -29.36.4600.103.006.00.0023.24.2046 Date: 05 October 2026

ToR

Position under LOA of WGEIE Component under KHDC:	Requirements:	Key Responsibilities:
Upazila Education Facilitator-1	• Minimum Graduate. • Minimum 3 years' experience with NGOs as Community Facilitator or mobiliser or organizer, or similar position in relevant projects. • S/he must be permanent resident from the Khagrachari District. • Candidate s/he must be from nearby Union in the Upazila. Must be able to physically move in remote areas. • Prior experience working on similar projects with a demonstrably successful track record is strongly preferred.	• Preparing educational profile. • Organizing, mobilizing the targeted students, teachers, mothers' club members & communities. • Assist to prepare social map, resource map. • Support formation of Mothers' Club. • Build capacity of beneficiaries of Women and Girls Empowerment through Inclusive Education in CHT component as per project need. • Conduct different awareness raising sessions at schools/community level. • Support to organizing monthly meetings and maintain meeting resolutions. • Support to provide legal aid to GVB victims & other facilities. • Manage Safe spaces or girls at school/college. • Collect primary data from fields. • Organize communities for different visitors to show project activities/results. • Participate in Bimonthly UDCC meetings. • Organize different awareness raising programs/day observations. • Support to organize RHCWs for conducting training and other activities. • Perform any other duties/assignments as and when required by the project.

(Mrasa thowai Marma)
Chairman
Khagrachari Hill District Council