**POSITION ANNOUNCEMENT**

**Training and Employment Manager, Workforce Development for Bangladeshi Youth**

Effective with the release of this position announcement, Winrock International is recruiting applicants for the position of Training and Employment Manager for an anticipated USAID-funded “Workforce Development for Bangladeshi Youth” project in Bangladesh. The proposed objective of the project is to increase stable employment for rural youth in Bangladesh, including jobs in agribusiness and light engineering fields. The project focus in USAID’s Feed the Future zone of influence and have a focus on engaging women and men in workforce readiness and youth entrepreneurship.

Qualified Bangladeshi nationals are strongly encouraged to apply, especially those residing in Bangladesh.

The responsibilities, duties, and qualifications are described in the attached position description. Position is contingent upon receipt of donor funding.

**GENERAL:**

Winrock International is a nonprofit organization that works with people in the United States and around the world to empower the disadvantaged, increase economic opportunity, and sustain natural resources. By linking local individuals and communities with new ideas and technology, Winrock is increasing long-term productivity, equity, and responsible resource management to benefit the poor and disadvantaged of the world.

**SALARY:**

The annual salary will be commensurate with qualifications and experience. Excellent benefits.

**APPLICATIONS:**

Applicants should go to <https://www.appone.com/MainInfoReq.asp?R_ID=1976731&B_ID=83>

and submit a current resume and cover letter referencing **USAID/Workforce Development for Bangladeshi Youth** by June 30, 2018.Qualified Bangladesh nationals, and other nationalities, especially those residing in South/Southeast Asia are strongly encouraged to apply.

Winrock would like to thank all applicants for their interest but only candidates who meet all requisite criteria and are short listed will be contacted.

EEOE/AA.

**POSITION DESCRIPTION**

**POSITION TITLE**: Training and Employment Manager, Workforce Development for Bangladeshi Youth

**LOCATION:** Dhaka, Bangladesh

**DEPARTMENT:** Civil Society & Education

### **STATUS:** Full time; contingent upon continuation of donor funding

### **REPORTS TO:** Chief of Party

**POSITION SUMMARY**:

The Training and Employment Manager will lead design and implementation of activities related to training and employment for rural youth within the agriculture and light engineering sectors. This includes working with training service providers (TSPs) to deliver vocational, life skills, and entrepreneurship trainings tied to employment or income generation. The manager will also maintain organized records, contribute to monitoring and evaluation and adhere to Winrock and USAID policies and procedures.

**Specific responsibilities include but are not limited to:**

* Be responsible for achieving the targets projects goals and objectives for the component.
* Ensure timely and high-quality implementation of training and employment activities according to the approved workplan;
* Oversee partners and lead overall work planning, work breakdown structure and implementation of activities related to training and employment for survivors, including vocational, life skills, and entrepreneurship training in accordance with Winrock and USAID rules and standards;
* Engage with the training service providers, financial institutions, and private sector stakeholders to devise and facilitate the execution of training and employment in line with program goals;
* Conduct field visits to support and monitor the implementation of training and employment activities throughout Bangladesh;
* Assist in the development and dissemination of projects deliverables, including reports, in coordination with staff and implementing partners;
* Collect required data and information to capture success stories of the program;
* Support Monitoring and Evaluation Specialist with data input and other tasks, as needed;
* Organize and maintain all records and files in accordance with Winrock and USAID requirements;
* Other duties, as assigned

**Qualifications:**

* Master’s Degree in agriculture, business, engineering, education or other relevant discipline from a reputable University
* Minimum five years of professional experience in a development program (INGO/UN/SDC, preferred)
* Deep knowledge of workforce development and agriculture value chains
* Experience working with local and international NGOs, USAID in employment, skills training, or other related issues in Bangladesh preferred
* Organized, detail oriented and able to multi-task to meet deadlines
* Ability to plan and break complex objectives into work breakdown structure.
* Flexible, self-motivated and able to work with little supervision
* Strong interpersonal skills, writing/communication skills. and ability to work in teams and multi-cultural environments
* Computer proficiency: Microsoft Office, databases, email and internet
* Fluency in English and Bengali required