

## **Post: Officer (Life Skills & Entrepreneurship Development)**

The Officer (Life Skills & Entrepreneurship Development) is responsible for facilitating how to gain confidence and move forward in life and supporting to economic empowerment of youth and micro-entrepreneurs. The Officer will be responsible for delivering life skills and entrepreneurship development sessions and monitoring the program participants.

### **Major Responsibilities**

- Facilitate sessions on growth mindset, emotional intelligence, team building, adaptability, networking & collaboration, business management & entrepreneurship development with leadership & healthy role modeling to youth;
- Establish linkage with local enterprises and entrepreneurs and other relevant stakeholders for employment (self and wage) creation and take feedback from the employers and apprentices regarding training & employment;
- Assist the Business Management trainees in developing Business Plans and monitor & mentor the trainees during their employment;
- Check attendance record, quality of training, beneficiary grievances, progress on business plan and future aspirations;
- Assist in organizing seminars, workshops, training, and other community mobilization programs;
- Assist in preparing monthly, quarterly and half yearly progress reports in time; and
- Perform any other tasks assigned by the management.

### **Educational and other Qualifications**

- Master's Degree preferably in Economics/Development Studies/ Social Work/Social Welfare/ Sociology/Business Administration or BSc Engineering in CSE/EEE/Civil/Mechanical from any Govt. approved university;
- More than one 3<sup>rd</sup> Division/Class in examinations will not be accepted;
- Training in Life Skills/Soft Skills/Entrepreneurship Development/Business Management will be treated as extra quality;
- Have experience working with youth and micro-entrepreneurs;
- Good operating skills of Microsoft Office package; and
- Required to have excellent communication skills (written and verbal) in English & Bangla;
- Understanding and speaking the local language of the project area is an advantage.

### **Experience**

- At least 5 years of relevant experience in training & facilitation/entrepreneurship/business development.

**Age Limit:** Maximum 45 years.

**Work Station:** [Sherpur](#); extensive field visit across the country is required.

**Assignment Duration:** Tentative 5 Years (Annually renewable based performance)

**Salary & Allowances:** Consolidated Tk. 45,000/- (BDT Forty Five Thousand) per month and other admissible benefits as per Project/organization rules. (Inclusive of all applicable Tax as per the law of Bangladesh)

## **Read Before Apply**

### **Qualified women are strongly encouraged to apply**

Rural Development Sangstha (RDS) the authority reserves the right to cancel one or any applications at any stage of the recruitment process.

**\*Photograph must be enclosed with the resume.**

## **Apply Procedure**

Interested candidates are requested to send their handwriting application along with an updated CV (Mention the addresses and mobile numbers of two prominent people who know you), the latest passport size photographs (4 copies), copies of all academic and experience certificates, national ID card, Deposite slip of Tk. 200 for an exam fee in favor of Rural development Sanstha (RDS), A/C no: 6201100020696, Sonali Bank, Sherpur Branch. Addressing the application Executive Director, Rural Development Sangsha, 49, Griddanarayanpur, Sherpur Sadar, Sherpur - 2100. Only short-listed candidates will be invited through their mobile number for the selection process. Please write the position`s name at the top right-hand corner of the envelope. The authority reserves the right to accept/reject any application and to add/relax any terms of the recruitment circular.

**Application Deadline: 20 Jun 2022**