

Sr. Training & Publication Officer

Vacancy

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Job Context

Rural development Sangstha popularly known as RDS, is a non-political, non-profit and non-governmental local voluntary organization invites application from competent & potential talents for the position of “**Sr. Training & Publication Officer**”. This position will play an active role to lead the all Administrative work.

Job Responsibilities

- Conduct organizational needs analysis and develop training plans to ensure that all employees have the required competencies to excel in their roles.
- Review and develop training course materials and modules to ensure they are in line with operating processes, procedures and systems
- To identify training needs, prepare training modules and implement training programs in consultation with line management.
- To identify the close gaps in existing staff members' skills through "Training Needs Assessment (TNA)".
- To monitor & facilitate 'Orientation' sessions and arrange on-the-job training.
- To detect ROI of every training and payback of every individual.
- To make training report, Annual report, mid – term evaluation report, Publish news letter and other internal narrative report as per organization requirement.
- To prepare & monitor all activities closely and submit monthly, quarterly and annual progress reports.
- Any other works as & when assigned by the Management.

Employment Status

Full-time

Educational Requirements

- Master's Degree with good academic results.

Experience Requirements

- At least 2 year(s)
- The applicants should have experience in the following area(s):
Training & Development, Publication.

Additional Requirements

Age 30 to 40 years

Speaking & writing skill both in English and Bengali.

Must have presentation skill & experience in co –curriculum activities.

Strong facilitation skills and mastering in PowerPoint presentation

Must be a strong team player and reflects a positive & assertive mindset, act as a change agent

Flexible to work in different time zones, with people from different culture

Salary

- During probation period monthly consolidated salary will be Tk. 28,000.

***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, Deposit 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