



# RESOURCE INTEGRATION CENTRE (RIC) Vacancy Announcement



Resource Integration Centre (RIC), a national level development organization, invites applications from qualified candidates of Bangladeshi national to fill up the following positions for its **Investment Component for Vulnerable Group Development (ICVGD) Programme**. The project will be implemented in Six (6) Upazila in Six (6) Districts under Barisal Division with the Funded by **World Food Programme (WFP)** Bangladesh.

SL	Name of Position	Education, Experiences and others Requirement	Job Responsibilities
1	<b>Training Manager – 1</b> <b>Salary:</b> Tk. 50,000/= and other project benefits	<ul style="list-style-type: none"><li>• Masters in Social Science or equivalent</li><li>• At least 12 years working experience as a senior level trainer and implement multi sectorial trainings</li><li>• Clear conception/understanding on livelihoods and food security project</li><li>• Skill in speaking and report writing in English</li><li>• Proven competencies to work with MS-word/Excel,</li></ul>	<ul style="list-style-type: none"><li>• Prepare monthly, annual and quarterly training plan</li><li>• Develop tools for training need assessment</li><li>• Develop training module and training materials</li><li>• Review training materials and plans developed by project staff(trainers)</li><li>• Conduction of training/seminar/workshops and another program activity</li><li>• Prepare training module and design training materials and tools necessary for training</li><li>• Assisting a making annual training budget</li><li>• Conduct and organize training ToT and orientation for staff</li><li>• Guide and supervise the training team members</li><li>• Regular follow-up different training programmes at field level</li><li>• Initiative and ensure positive learning environment in training procedure</li><li>• Collect all sorts of training information and reports</li><li>• Prepare training reports and submit to PC</li></ul>

SL	Name of Position	Education, Experiences and others Requirement	Job Responsibilities
2	<p><b>Training Officer (EDT &amp; Value Chain Management) – 1</b></p> <p><b>Salary:</b> Tk. 50,000/= and other project benefits</p>	<ul style="list-style-type: none"> <li>• Masters in Social Science/ Marketing or equivalent</li> <li>• At least 10 years working experience as a senior level trainer and implementing market development, value chain development project</li> <li>• Clear conception/understanding on pro-poor market development, value chain, livelihoods and food security project</li> <li>• Skill in speaking and report writing in English</li> <li>• Proven competencies to work with MS-word/Excel,</li> </ul>	<ul style="list-style-type: none"> <li>• Entrepreneurship development training (EDT) and VC training need assessment</li> <li>• Review and development of training module on EDT and value chain</li> <li>• Development of training materials</li> <li>• Assess capacity of programme staff (ICVGD implementing organization staff) and market actors</li> <li>• Provide ToT to EDT &amp; Value chain management to the programme staff</li> <li>• Follow up of field level training on EDT &amp; Value in management</li> <li>• Prepare annual and quarterly training plan for EDT &amp; VC training</li> <li>• Conduction on training/seminar/workshop</li> <li>• Prepare training module and design training materials and tools necessary for training</li> <li>• Assisting in making annual training plan and budget</li> <li>• Guide the project staff to implement EDT &amp; related issue</li> <li>• Regular follow up beneficiary performance at field level</li> <li>• Initiative and ensure positive learning environment in training procedure</li> <li>• Collect all sorts of training information and reports</li> <li>• Prepare training reports and submit to PC/TM</li> </ul>
3	<p><b>Training Officer (Financial Inclusion) – 1</b></p> <p><b>Salary:</b> Tk. 35,000/= and other project benefits</p>	<ul style="list-style-type: none"> <li>• Masters in Commerce, Social Science or equivalent</li> <li>• At least 10 years working experience as a senior level trainer and implementing financial inclusion/market development or livelihoods micro-financial project</li> <li>• Clear conception/understanding on pro-poor financing and market development</li> <li>• Skill in speaking and report writing in English</li> <li>• Proven competencies to work with MS-word/Excel,</li> </ul>	<ul style="list-style-type: none"> <li>• Financial literacy and inclusion (FLI) training need assessment</li> <li>• Review and development of training module on FLI</li> <li>• Development of training materials</li> <li>• Assess capacity of programme staff (ICVGD implementing organization staff) and market actors</li> <li>• Provide ToT to financial literacy and inclusion (FLI) to the programme staff (Staff and DWA officials)</li> <li>• Follow up of field level training on financial literacy and inclusion (FLI)</li> <li>• Prepare annual and quarterly training plan for financially &amp; inclusion (FLI)</li> <li>• Conduction of training/seminar/workshop</li> <li>• Prepare training module and design training materials and tools necessary for training</li> <li>• Assisting in making annual training plan and budget</li> <li>• Guide to project staff to implement financial literacy and inclusion &amp; related issue</li> <li>• Regular follow up beneficiary performance at field level</li> <li>• Initiative and ensure positive learning</li> </ul>

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			environment in training procedure <ul style="list-style-type: none"> <li>• Collect all sorts of training information and reports</li> <li>• Prepare training reports and submit to PC/TM</li> </ul>
4	<b>Training Officer (Multi-Dimensional Human Development) – 1</b>  <b>Salary:</b> Tk. 35,000/= and other project benefits	<ul style="list-style-type: none"> <li>• Masters in Social Science or equivalent</li> <li>• At least 10 years working experience as a senior level trainer and implementing livelihoods, micro-financial project</li> <li>• Clear conception/understanding on human resource development technique</li> <li>• Skill in speaking and report writing in English</li> <li>• Proven competencies to work with MS-word/Excel,</li> </ul>	<ul style="list-style-type: none"> <li>• Multi-dimensional human development (MDHD) training need assessment</li> <li>• Review and development of training module on MDHD</li> <li>• Development of training materials</li> <li>• Assess capacity of programme staff (ICVGD implementing organization staff) to strengthen their capacity</li> <li>• Provide ToT to multi-dimensional human development (MDHD) to the programme staff (Staff and DWA officials)</li> <li>• Follow up of field level training on multi-dimensional human development (MDHD)</li> <li>• Prepare annual and quarterly training plan for multi-dimensional development (MDHD) training)</li> <li>• Conduction of training/seminar/workshop</li> <li>• Prepare training module and design training materials and tools necessary for training</li> <li>• Assisting in making annual training plan and budget</li> <li>• Guide to project staff to implement multi-dimensional development (MDHD) &amp; related issue</li> <li>• Regular follow up beneficiary performance at field level</li> <li>• Initiative and ensure positive learning environment in training procedure</li> <li>• Collect all sorts of training information and reports</li> <li>• Prepare training reports and submit to PC/TM</li> </ul>
5	<b>Training Officer – (Social BCC &amp; Life Skill) – 1</b>  <b>Salary:</b> Tk. 40,000/= and other project benefits	<ul style="list-style-type: none"> <li>• Masters in Social Science or equivalent</li> <li>• At least 10 years working experience as a senior level trainer and implementing livelihoods, micro-financial project</li> <li>• Clear conception/understanding on human resource development technique</li> <li>• Skill in speaking and report writing in English</li> <li>• Proven competencies to work with MS-word/Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior Change Communication (BCC) and Life Skill training need assessment</li> <li>• Review and development of training module on Social BCC &amp; Life Skill</li> <li>• Development of training materials</li> <li>• Assess capacity of programme staff (ICVGD implementing organization staff) to strengthen their capacity</li> <li>• Provide ToT to Behavior Change Communication (BCC) and Life Skill to the programme staff (Staff and DWA officials)</li> <li>• Follow up of field level training on Behavior Change Communication (BCC) and Life Skill</li> <li>• Prepare annual and quarterly training plan for Behavior Change</li> </ul>

SL	Name of Position	Education, Experiences and others Requirement	Job Responsibilities
			Communication (BCC) and Life Skill <ul style="list-style-type: none"> <li>• Conduction of training/seminar/workshop</li> <li>• Prepare training module and design training materials and tools necessary for training</li> <li>• Assisting in making annual training plan and budget</li> <li>• Guide to project staff to implement multi-dimensional development (MDHD) &amp; related issue</li> <li>• Regular follow up beneficiary performance at field level</li> <li>• Initiative and ensure positive learning environment in training procedure</li> <li>• Collect all sorts of training information and reports</li> <li>• Prepare training reports and submit to PC/TM</li> </ul>
6	<b>Monitoring &amp; Reporting Officer (MRO) – 1</b>  <b>Salary:</b> Tk. 35,000/= and other project benefits	<ul style="list-style-type: none"> <li>• Masters in Social Science or equivalent</li> <li>• At least 7 years working experience as monitoring, documentation and reporting officer in any development project</li> <li>• Clear conception/understanding on monitoring tools and reporting</li> <li>• Skill in speaking and report writing in English</li> <li>• Proven competencies to work with MS-word/Excel,</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation of monitoring, Documentation and reporting plan</li> <li>• Prepare reporting formats</li> <li>• Prepare monitoring tools and checklist</li> <li>• Develop clear output and impact indicators in line with project log frame</li> <li>• Ensure collection of monitoring information following the standard</li> <li>• Collect anecdotes, prepare case studies on success stories based on project intervention</li> <li>• Prepare monthly, quarterly and six-monthly progress report incorporating both qualitative and quantities</li> <li>• Assist WFP staff and external recourses persons in preparing the evaluation guideline, data collection, analysis and preparation of report</li> </ul>

Candidates meeting the above requirements are requested to send an application along with CV, two copies recent passport size photographs, copy of national ID, copies of all educational, experience and training certificates to **“THE EXECUTIVE DIRECTOR, RESOURCE INTEGRATION CENTRE (RIC), HOUSE # 20 (2ND FLOOR), ROAD # 11 (NEW) 32 (OLD), DHANMONDI R/A, DHAKA-1209” BY 20/12/2018**. This circular will also be available in [www.bdjjobs.com](http://www.bdjjobs.com), <http://ric-bd.org/career/> , [www.facebook.com/ric.bangladesh](http://www.facebook.com/ric.bangladesh). Please mention the name of position on the top of Envelop. Only short-listed candidates will be invited for an interview.