

VACANCY ANNOUNCEMENT

Village Education Resource Center is a national level voluntary organization which is registered by NGOAB (Reg-133), Social welfare Department (Reg-Dha-02282) and MRA (Reg-01275-00523-00017). In partnership with UNICEF, VERC is going to implement the Educate the most Disadvantage Children project in Narsingdi district. Recruitment against the following project positions will be made for implementation of the project interventions:

Technical Officer- (01 position): Based at Raipura, Narsingdi

Salary Range: Taka 44,944.00 (Monthly) and others facilities will be applicable also based on available the project budget.

Age limit: 35-45 years

Required Qualification: Minimum Master Degree in Education, Social Science or equivalent field experience. Qualifications may be relaxed to the candidates, who have adequate knowledge and experience of the position.

Roles and Responsibility:

- Develop and execute monthly quarterly training plans in collaboration with Program Organizer aligned with the Detailed Implementation Plan (DIP).
- Provide technical support and guidance to teachers on pedagogy, classroom management, and the use of educational materials.
- Make regular and frequent visits to project areas for quality checking.
- Ensure proper guide to Program Organizers (PO) and their regular visits.
- Provide on the job training through measuring performances.
- Ensure implementation of the program activities.
- Develop Training Calendar, Training Schedule with design of training course
- Conduct Basic and Monthly Refreshers Training at the field level;
- Supervise Program Organizers;
- Ensure proper operation and overall management under the assigned working area;
- Ensure necessary supplies available.
- Provide daily progress information to Project Manager.
- Participate in EMDC core training programs for proper implementation and achieve expected results
- Support in conducting capacity assessment and in preparing capacity inventory of the relevant staff (teachers and Programme Organizer) for the Catch Up program, MGML- NFPE, C4D and OST component.
- Develop training plan considering the needs for the Center teachers and Programme Organizers.
- Assist in developing different training courses and training materials for the respective fields in the areas of Catch Up program, MGML- NFPE, C4D and OST component.
- Organize and conduct training, workshops and refreshers for the field teams (Programme Organizer, Center teachers and stakeholders).
- Monitor and provide continuous support to the Field level training.
- Ensure frequent onsite field visit and provide continuous support to the Programme Organizers and Center teachers and share with Upazila Managers.
- Keep liaison with relevant NGOs, GoB officials and education-related organizations for effective project implementation and enhancing quality.
- Track and follow up Catch Up programme, MGML- NFPE program, Out of School Activities (OST) and C4D components related expenses in the budget provision
- Committed to protect sexual exploitation and abuse (PSEA) and to ensure effective action is taken when problems occur.
- Commitment to gender equality and the values of the organization

- Perform any other assignment given by the project management and the organization.

Additional Requirements:

- Minimum 3 years of experience in education program but 5-7 years' experiences in NGO/INGO or Development sector.
- Excellent skills using commonly used MS Word, MS Excel, internet and email communication.
- Excellent communications skills.
- Works well under stress and meet deadlines
- Must have quick decision making and problem-solving capability.
- Finally, selected candidate will be required to respect, follow and uphold the organization's Child Protection Policy, Prevention of Sexual Exploitation and Abuse (PSEA) Policy, Gender Policy and the organization's Code of Conduct and others policies in their personal and professional lives.
- VERC authority reserves the right to accept/reject any applications without assigning any reason. Only shortlisted candidates will be invited to appear for the examination.
- Note: In case of candidates with more experience; age limit and educational qualification would be relaxed. Only women and persons with special needs are equally eligible to apply for the said post.

Interested candidates are requested to apply with a complete resume highlighting details of experience and achievements, 2 (two) copies of passport size photograph (attested) and copies of other relevant papers addressing the Executive Director, Village Education Resource Center, B-30, Ekhlash Uddin Khan Road, Anandapur, Savar, Dhaka-1340 latest by 15 April 2025.