

## Officer (Life Skills & Entrepreneurship Development)

### Daridra Bimochon Shangstha (DBS)

#### Vacancy

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#### Job Context

Daridra Bimochon Shangstha (DBS) is launching a project titled 'Recovery and Advancement of Informal Sector Employment (RAISE)' jointly financed by the Government of Bangladesh and Palli Karma-Sahayak Foundation (PKSF). The goal of the project is to provide services that can enhance earning opportunities for low-income urban youth, and urban youth impacted by COVID-19.

#### Job 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.

#### Employment Status

Full-time

#### Work Place

- Work at office. Extensive field visit is required.

#### Educational Requirements

- 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;

#### Experience Requirements

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

## Additional Requirements

- Age at most 45 years.
- 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.

## Job Location

Meherpur, Chuadanga, Kushtia, Jhinaidah.

## 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)

## Job Source

Bdjobs.com Online Job Posting.

## Read Before Apply

Daridra Bimochon Shangstha (DBS) is an equal opportunity organization.

Daridra Bimochon Shangstha (DBS) is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct and expects staff to promote the welfare of children and adults at all times. Daridra Bimochon Shangstha (DBS) expects all staff and volunteers to share this commitment through our Code of Conduct. We place a high priority on ensuring that only those who share and demonstrate this commitment are recruited to work with us.

Qualified women are strongly encouraged to apply. The authority (DBS) 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 CV with a photograph, NID Photocopy, all educational certificate photocopy and **must be a own handwritten cover letter** to the Executive Director, Daridra Bimochon Shangstha (DBS), Ful Bagan Road, Mukharjee Para, Meherpur Sadar, District: Meherpur-7100.

Application Deadline : **16 Jun 2022**

## Published On

Date : 31/05/2022

## Company Information

Daridra Bimochon Shangstha (DBS) Address :

Ful Bagan Road, Mukharjee Para,

Meherpur Sadar,

District: Meherpur-7100.

Web : [www.dbs-bd.org](http://www.dbs-bd.org)

Business : NGO