



VACANCY ANNOUNCEMENT

Assistant Instructor ICT (Contractual)

UCEP Bangladesh, Sylhet Region is seeking application for the post of **Assistant Instructor (ICT) on Contract basis** for its General Schools and Technical School as per below requirements.

Reporting to: Head Teacher, General School/ Head of Technical School.	Job Title: Assistant Instructor (ICT)
Posting: General School / Technical School	Department: General Education / TVET & Skills

Responsibilities:

- To contribute in implementing UCEP Bangladesh's values, Future strategy documents as needed.
- To provide high quality teaching as per the approved curriculum.
- To assist to prepare and implement lesson plans using innovative and interactive methodologies for effective teaching-learning accordance with national competencies and approved syllabus.
- To assist to identify inner potentials of students, nurture their talents by creating an enabling environment for their development and growth.
- To assist to carry out marketing and mobilization activities for admission of eligible students as per target of the schools.
- To assist to maintain all documents (electronic and hardcopy) e.g. admission register, attendance register, follow-up sheets, lesson plans, materials distribution, tabulation etc. relevant to the education program.
- To assist in ensuring at least 90% students attendance and 95% completion rate through attractive, Interactive, enjoyable and child friendly teaching-learning process.
- To assist in developing teaching-learning materials as per need of the curricula and learning outcomes.
- To conduct ICT aided class through developing and collecting required materials.
- To assist in developing ICT based learning material through providing feedback to the Technical Back stopping Team (TBT).
- To assist in ensuring effective social work (counseling, motivation, home visit etc.) support for the overall development of the students.
- To assist in conducting co-curricular activities and events following academic calendar of the school.
- To assist in creating and maintain a safe, child and female friendly environment.

Essential Requirements:

- Bachelor degree in Computer Science & Engineering/Diploma in Computer Science & Engineering (3rd division/class and below CGPA 2.5 out of 4 will not acceptable)
- For B.Sc. Engineering: Minimum 1 year/Diploma Engineering: Minimum 2 years teaching experience in ICT education from a government recognized School or Institute.
- Proficiency in MS Office package.
- Excellent Communication skills both in English and Bangla.
- Both Males & Females are allowed to apply.
- Self-motivated, adaptable, team player and passion for social development works.
- Age Maximum 30 years.

Salary: As per UCEP service rules.

How to apply

Please send your complete CV to anowarul.islam1@ucepbd.org by 7th February 2021.

(Email subject should be –“Application for the position of Assistant Instructor -ICT”)

N.B. No TA/DA will be admissible for the interview.



Md. Anowarul Islam
Acting Regional Manager
UCEP Sylhet Region
Boteshwar, Khadimnagar, Sylhet, -3104

“The authority reserves the right to accept/reject any or all applications without assigning any reason whatsoever. Any attempt to influence the selection process will immediately disqualify candidacy. UCEP Bangladesh is actively trying to increase equity and gender parity in the organization. Therefore, qualified women and candidates from disadvantaged backgrounds including Persons with Disabilities (PWDs) are especially encouraged to apply.