



## VACANCY ANNOUNCEMENT

### Assistant Instructor (Contractual)

UCEP Bangladesh, Sylhet Region is seeking application for the post of **Assistant Instructor** for Technical School at UCEP Sylhet Region, Boteshwar, Khadimnagar, Sylhet - 3104.

<b>Reporting to:</b> Head of Technical School.	<b>Job Title:</b> Assistant Instructor
<b>Posting:</b> UCEP Hafiz Mazumder Sylhet Technical School	<b>Department:</b> TVET & Skill Development.

#### Job Responsibilities :

- To provide quality training as per curriculum.
- To assist in developing teaching-learning materials and digital contents as per need of training.
- To prepare lesson plans in accordance with competency and syllabus and conduct classes accordingly
- To provide assistance in managing and maintaining the technical education workshop.
- To maintain all tools and equipment.
- To support with effective social work for the overall development of the students.
- To support community mobilization and job placement efforts.
- To participate in curriculum development.
- To support apprenticeship/ industry attachment training activities.
- To support in maintaining program database and reporting.
- To participate in RPL implementation process.
- To support in maintaining learning friendly atmosphere at classrooms.
- To identify the low-achiever and give proper attention necessary to help them to reach required standard.
- To provide any other assistance which is relevant to the job as and when necessary.

#### Essential Requirements:

- B.sc or Diploma (Mechanical/Electrical) in Engineering from any recognized University /Institute with good academic background.
- Experience in training profession is preferable.
- Third division/class and below CGPA 2.5 out of 4 will not acceptable.
- Proficiency in basic computer operation.
- Both Males & Females are allowed to apply.
- Age Maximum 30 years.

**Salary:** As per UCEP service rules

**How to apply**

Please send your complete CV to [anowarul.islam1@ucepbd.org](mailto:anowarul.islam1@ucepbd.org) by 7<sup>th</sup> February 2021.

(Email subject should be –"Application for the position of Assistant Instructor ")

**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.