



VACANCY ANNOUNCEMENT

Officer, Contractual (Decent Employment & Entrepreneurship Development)

UCEP-Bangladesh, Sylhet Region is seeking application for the post of **Officer (Contractual)** Decent Employment & Entrepreneurship Development at UCEP Sylhet Region, Boteshwar, Khadimnagar, Sylhet - 3104.

Reporting to: Senior Officer, Decent Employment & Entrepreneurship Development	Job Title: Officer (Contractual) Decent Employment & Entrepreneurship Development
Posting: UCEP Regional Office	Department: Decent Employment & Entrepreneurship Development

Job Responsibility

- To contact with prospective employers and assist to Senior Officer, DE & ED to motivate them providing employment for UCEP graduates.
- To prepare list of job seekers and graduates who want to become entrepreneurs.
- To arrange On Job Training/apprenticeship, employment of UCEP graduates.
- To assist senior officer, DE & ED in organizing employers committee meetings, employer's day, job fair and other events.
- To follow-up the work places/residences of the graduates to monitor post-employment status & provide information to DE & ED department.
- To establish 'dynamic linkage' with the employers/employers association/organization.
- To buildup partnership with private sector for mobilizing resources.
- To provide effective job counseling and arrange mock interviews for the students/graduates of technical school.
- To provide data in electronic employment database.
- To assist and guide UCEP graduates to become self-employed.
- To maintain effective networking with other agencies (GOs / NGOs).
- To assist in preparing case studies of successful graduates.
- To carry out any other tasks as assigned by the authority.

Essential Requirements

- Masters/MBA in any discipline from any recognized university/institute.
- Third division/class or score below 2 GPA is not acceptable.
- Both Males & Females are allowed to apply.
- Minimum two years working experience including marketing or promotional activities.
- Should have good communication skills and well conversant in computer operation.
- Should have knowledge on job market and employment situation home and abroad.
- Proficiency in basic computer operation.
- Proficiency in English and Bangla.
- 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 **Officer-Decent Employment & Entrepreneurship Development** ")

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.