



Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV)

<https://sarpv.org/>

Recovery And Advancement of Informal Sector Employment (RAISE) Project

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Terms of Reference of Project Implementation Unit (PIU)

Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV) 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.

The RAISE project has been implementing across the country through selected Partner Organizations of PKSF. As a Partner organization of PKSF, **Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV)** will implement the RAISE project in its catchment area.

SARPV is a leading non-profit organization committed to empowering underprivileged communities since 1989. Our focus ranges from disability support to poverty alleviation, education, healthcare, and beyond. **Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV)** is seeking competent project management professionals under the RAISE project. The detailed Terms of Reference (ToR) of the positions are given below.

Position: Officer (Life Skills & Entrepreneurship Development); Vacancy: 01

The Officer (Life Skills & Entrepreneurship Development) is responsible for facilitating how to gain confidence and move forward in life and support to economic empowerment of youth and micro-entrepreneurs. The Officer will be responsible for delivering life skills and entrepreneurship development sessions and monitoring the program participants.

Major 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 the 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 report on time; and
- Perform any other tasks assigned by the management.



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Educational and other Qualifications

- Master's Degree preferably in Economics/ Business Administration/ Development Studies/ Social Work/Social Welfare/ Sociology or BSc Engineering in CSE/ EEE/Civil/Mechanical from any Govt. approved university;
- More than one 3rd Division/Class in examinations will not be accepted;
- 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.

Experience

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

Age Limit: Maximum 45 years.

Work Station: Chakaria, Cox's Bazar; extensive field visit is required.

Assignment Duration: Initially 1 year Contractual (**Renewable on the basis of availability of Project fund & Duration**)

Salary & Allowances: Consolidated Tk. 45,000/- (BDT Forty-Five Thousand) per month and other admissible benefits (**if available**) as per **Project rules** (Inclusive of all applicable Tax as per the law of Bangladesh)

Applying procedure: If the candidates feel that their qualification, exposure and experience match with our requirements, and they are willing to commit to our values and are sympathetic to our beliefs then please send your complete and updated CV by filling up the Google form link given below before the closing date. You have to give real and all information in the form. Interview session is expected to take place in a shortest time after the application deadline. ***Only shortlisted candidates will be contacted for the further selection process. Verification of Educational and professional experience certificates will be done after/during Interview.***

Google Form Link: <https://forms.gle/MnJSgGyDTMX4nxs87>

Last date of Application: 06/09/2024

Qualified women and People with disability are strongly encouraged to apply.

Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV) the authority reserves the right to cancel one or any applications at any stage of the recruitment process.