

# “Training Documentation & Communication Officer”

## Grameen Alo

Vacancy: 01

### Job Responsibility:

- Capacity building for project staff, beneficiaries & different stakeholders
- Support to prepare training manual and materials
- Develop training need assessment instruments and conduct TNA
- Conduct quality training for project related issues (Gender Responsive Framework for access to market and value chain’ rights, reproductive health & nutrition issues, to group leaders in different training modality)
- Train school teachers on SRH and adequate nutrition using resource pack and its relationship with productivity.
- Develop technical skill and capacity of entrepreneur groups by organizes different training
- Document lesson learn, challenges and best practices of project activities
- Conduct training session for Girls and boys Clubs, Market Committee, SMC, Local Elected bodies of Union Parishad and Agro-entrepreneur Groups
- Reporting and documentation

**Job Nature:** Full-time (Project period- March’16- December’19)

**Educational Requirements:** Masters/Bachelor from any reputed University

**Experience Requirements:** At least 03 year(s) in Relevant Field.

**Age:** 30-35 years

### Additional Job Requirements:

- Excellent knowledge and skill on participatory training methodologies
- Hand on experience to conduct training need assessment & survey.
- Excellent presentation skills
- Excellent knowledge on task performance and interpersonal communication skills
- Excellent verbal and written communication skill on English
- Should have experiences on motor cycle driving with valid license

Job Location: Gabtoli Upazilla under Bogra District.

Salary Range: Tk. 28,100/- (including mobile phone allowance)

Other Benefits: As per organization policy.

### **Apply Instruction**

Only eligible candidate are requested to send Hard copy application with complete CV (1. Personal Information, 2. Academic details, 3. Job History, 4. Training 5. Others (If any) and 2 copy PP size photograph to The Executive Director, Grameen Alo, Nurile House, Shibbati Main Road, Shibbati, Bogra within 15 August’2017 through postal courier services or hand caring.

Write the position name on top of envelop. Soft copy is not allowed.

Applicant must enclose his/her Photograph with CV.

Application Deadline: 15 August’2017

**About Project:** **Grameen Alo** is going to implement “**Making market work for women (MMWW)**” project in Gabtoli Upazilla under Bogra district with the support of Action Aid Bangladesh. The overall objective of MMWW is Strengthening food security in targeted areas by making market work for women entrepreneurs through (1) improving sexual and reproductive health rights (SRHR) and nutrition situation of intended women, their families, and the wider community and (2) bringing sustainable and systemic changes in existing market behaviors that will enable women to perform in the agro-value chain. Considering those objectives Grameen Alo is going to recruited Smart, energetic, hardworking, honest, and positive personnel to implement project activities smoothly at field level.