

## **Employment Support Officer-RAISE Project**

### **SKS Foundation**

Vacancy

1

#### **Job Context**

SKS Foundation in cooperation with PKSf and financial support of World Bank. SKS Foundation is Implementing a project titled ‘**Recovery and Advancement of Informal Sector Employment (RAISE)**’ 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. As a Partner organization of PKSf, SKS Foundation implementing the RAISE project in its catchment area. In this context, SKS is seeking competent project management professionals under the RAISE project. The detailed Terms of Reference (ToR) of the positions are given below:

#### **Responsibilities:**

**a) Career Preparation & Counseling**

- Provide individual and group counseling during and after training.
- Help apprentices set career goals and plan accordingly.
- Conduct sessions on CV writing, interview preparation, workplace behavior, etc.
- Coordinate Recognition of Prior Learning (RPL) certification where applicable.

**b) Employment & Entrepreneurship Support**

- Match graduates with job or self-employment opportunities.
- Guide apprentices on business startup and link them with financial and support services.
- Guide apprentices and YME in developing business plans, financial literacy, and basic business management skills.

**c) Employer & Industry Engagement**

- Build partnerships with local employers and industries.
- Organize recruitment events, job fairs, and on-site interviews.

**d) Placement Tracking & Monitoring**

- Keep records of job placements and follow up on job status and satisfaction.
- Maintain an updated database and track career progress.

**e) Stakeholder Coordination**

- Work with MCPs, POs, local government, and others to create a supportive employment ecosystem.

**f) Reporting & Documentation**

- Maintain records, prepare regular progress reports, and document success stories.

#### **Employment Status**

Project Based

## **Educational Requirements**

- BSc Engineering in CSE/ EEE/Civil/ Mechanical Engineering/IPE from any Govt. approved university. or/
- Master's in Business Administration/Management/ Economics/ Development Studies/ Social Work/Sociology/ from any Govt. approved university.
- The applicant must have at least one 1st Divisions/Classes or equivalent CGPA in the academic career.
- Applicants having more than one third class/division or equivalent grade in their entire academic record will not be considered eligible.

## **Experience Requirements**

- At least 7 years of full-time experience in the field of development sector (only full-time work experiences after Bachelor's or Master's degree will be counted).
- Applicants must have 3 years of full-time experience in Skills development/ TVET Management.
- Experience in employment support, training facilitation, career services, Project Management/ Entrepreneurship Development/ Pedagogy Training.
- Preference will be given to candidates who have prior experience working with key stakeholders in the skills development and apprenticeship sector, including BTEB, NSDA and relevant private sector actors.
- Experience in implementing or managing national or large-scale apprenticeship or work-based learning programs will be considered an added advantage.

## **Additional Responsibilities**

- Support Community Outreach and Mobilization, especially for marginalized groups (e.g. girls, PWDs, ethnic minorities).
- Oversee enrollment, motivation, and mentoring of apprentices.
- Facilitate access to entrepreneurship training, financing, and wider job markets.
- Promote gender equity, inclusion, and safeguarding in all activities.
- Support research and data collection like tracer studies and labor market assessments.
- Any other project-related responsibilities assigned by the management as required

## **Others:**

- Proficient in MS Office package.
- Excellent Communication skills both in English and Bangla.
- Self-motivated, adaptable, team player and passion for social development works.
- Ability and willingness to travel frequently.

## **Job Location**

Gaibandha

## **Compensation & Other Benefits**

- Monthly consolidated salary **BDT 47,700/- (Forty-Seven Thousand Seven Hundred);**
- Other admissible benefits (Festival Bonus, Bangla Noboborsho Allowance, Mobile Allowance etc.) as per Organization policy; and
- Salary and other admissible benefits (if any) are inclusive of all applicable taxes as imposed by the Government of Bangladesh. All relevant taxes will be deducted at the source as per Government rules.

**Job Location:** Gaibandha

### **Read Before Apply**

Interested Candidates are requested to apply through online to Deputy Director- HR SKS Foundation, College Road, Uttar Horin Singha, Gaibandha-5700. Applications should reach with detailed CV including contact cell-phone number and two referees. Only short listed candidates will be called for interview. Women are especially encouraged to apply.

**\*Photograph must be enclosed with the resume.**

### **Apply Procedure**

Apply online (<http://www.sks-bd.org/index.php/career>)

Application Deadline: **23 August, 2025**