



Eco-Social Development Organization (ESDO)

Job Placement Officer

Application Deadline: **16 Oct 2024**

Summary


Vacancy: **06**

Age: **at most 45 years**

Location: **Bagerhat, Barishal ...**

Maximum Salary: **Tk. 40000 (Monthly)**

Published: **9 Oct 2024**

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Requirements

Education

Master's degree in any discipline.

Additional Requirements

- Age at most 45 years
- Both males and females are allowed to apply
- Highly experience candidates age will be flexible
- Able to frequent traveling
- Minimum of 3 years of experience in job placement, career counseling, or a related field
- Knowledge of job search strategies, employment laws and regulations, and labor market trends
- Strong interpersonal skills, with the ability to build and maintain relationships with employers, program participants, and community partners
- Excellent communication skills, both written and verbal
- Strong organizational and time management skills, with the ability to manage multiple priorities and deadlines
- Proficiency in Microsoft Office and other job placement software
- Willingness to travel as needed to job fairs, employer meetings, and other events
- Fluency in English and other relevant languages

- Proven experience in building relationships with employers, managing job placement activities, and facilitating employment for marginalized groups.
- Understanding of local labor markets, industry trends, and employer needs, particularly in sectors relevant to adolescent girls and young women.
- Strong ability to build relationships with employers, businesses, and community stakeholders.
- Experience in preparing individuals for employment through career guidance, training, and support.
- Excellent written and verbal communication skills, with the ability to engage with employers and beneficiaries alike.
- Ability to identify challenges in the job placement process and develop solutions to overcome them.
- Ability to maintain accurate records of placements and track outcomes effectively.
- Understanding the unique challenges faced by disadvantaged adolescent girls and young women and providing appropriate support.
- Experience working in vocational training, skills development, or livelihoods projects.
- Familiarity with gender-sensitive approaches to job placement and employment.
- Knowledge of entrepreneurship development and supporting small business startups.
- Proficiency in MS Office, especially in creating reports, presentations, and managing databases.
- Flexibility to adjust strategies based on changing labor market conditions and beneficiary needs.
- Ability to work closely with program staff, beneficiaries, and external stakeholders to achieve common goals.
- Dedication to maintaining the highest standards in facilitating employment and supporting beneficiaries.

Responsibilities & Context

Eco-Social Development Organization (ESDO) started its journey in 1988 with a noble vision to stand in solidarity with the poor and marginalized. Being a peoples' centered organization, ESDO envisioned for a society which will be free from inequality and injustice, a society where no child will cry from hunger and no life will be ruined by poverty. Near about three decades of relentless efforts to make this happen, ESDO has embraced new grounds and opened up new horizons to help the disadvantaged and vulnerable people to bring meaningful and lasting changes in their lives. During this long span, ESDO has adapted with the changing situation and provided the most time-bound services especially for the poor and disadvantaged. A community focused and people centered approach has been adapted by ESDO while consideration was given to the national

policy and Sustainable Development Goals (SDGs) as its guiding principle. ESDO is one of the most dynamic organizations expanding its development interventions across 337 upazilas under 53 districts of Bangladesh covering over 12 million poor and vulnerable people.

The Job Placement Officer will play a pivotal role in ensuring that beneficiaries of the Alternative Learning Programme (ALP) are successfully placed in jobs, internships, or entrepreneurial opportunities. The position involves establishing partnerships with employers, facilitating job matching, preparing beneficiaries for interviews, and tracking employment outcomes. The Job Placement Officer will be responsible for supporting the transition of participants from training to employment or self-employment, aligning with the programme's goal of empowering young women through market-driven skills development.

ESDO is inviting applications from interested qualified candidates for the following position.

Job Responsibilities

Employer Engagement and Partnerships

- Establish and maintain relationships with potential employers, companies, industries, and vocational institutions to identify job, internship, and apprenticeship opportunities for ALP beneficiaries.
- Liaise with business associations, chambers of commerce, and local enterprises to promote the hiring of programme participants, advocating for their skills and readiness for the workforce.
- Develop and maintain a database of employers willing to offer job opportunities to adolescent girls and young women from the programme.

Job Matching and Placement Services

- Facilitate job matching for programme graduates based on their skills, training, and interests.
- Ensure that participants are placed in roles that match their skill sets, qualifications, and aspirations, while considering local market demands.
- Work closely with the Business Development Officer and other stakeholders to align job placements with market-driven sectors identified through market research.

Beneficiary Preparation and Support

- Prepare beneficiaries for the job market by organizing employability training sessions, including resume writing, interview techniques, communication skills, and workplace readiness.
- Provide one-on-one career counseling and coaching to ensure beneficiaries are confident and well-prepared for the job search and interview process.
- Follow up with placed participants to monitor their progress in employment or self-employment and provide additional support if needed.

Tracking and Reporting

- Maintain accurate records of job placements, internship assignments, and other employment outcomes for all beneficiaries of the programme.
- Track employment outcomes, including job retention rates, salaries, and job satisfaction, to assess the success of placement activities.
- Provide regular updates and reports to the Program Manager on placement progress, challenges, and success stories.

Partnership Development and Community Engagement

- Work with community leaders, local businesses, and other stakeholders to raise awareness of the ALP programme and promote the employability of beneficiaries.
- Organize job fairs, career expos, or recruitment events that connect employers with programme participants.
- Collaborate with the M&E team to gather feedback from employers on the performance of beneficiaries and identify areas for improvement in training.

Entrepreneurship Support

- Identify and promote opportunities for self-employment and entrepreneurship for beneficiaries who are interested in starting their own businesses.
- Provide guidance on business planning, market research, and access to micro-finance or other funding sources for entrepreneurial beneficiaries.
- Collaborate with local business development services to provide ongoing support for beneficiaries who opt for self-employment.

Workplace

Work at office

Employment Status

Full Time

Job Location

Bagerhat, Barishal, Bhola, Gazipur

Job Highlights

The Job Placement Officer will be responsible for supporting the transition of participants from training to employment or self-employment, aligning with the programme's goal of empowering young women through market-driven skills development.

Read Before Apply

ESDO has a Safeguarding & PSEAH policy to protect its employees and beneficiaries and any kind of discrimination, harassment, and abuse falls under ESDO "ZERO TOLERANCE" Policy. All employees are expected to abide by the PSEAH, Child Protection, Safeguarding, and Gender policy of ESDO.

ESDO does not tolerate any child & youth abuse. So, if you have any history of child & youth abuse in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

ESDO does not tolerate any Safeguarding abuse. So if you have any history of gender abuse in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

ESDO does not tolerate any kind of extremism/terrorism. So if you have any history of extremism/terrorism in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

ESDO does not tolerate any corruption. So if you have any history of corruption in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

*Photograph must be enclosed with the resume.

Apply Procedure

Hard Copy

Interested candidates are requested to submit their resume the Eco-Social Development Organization (ESDO) online career portal (<https://career.esdo.net.bd/>) by 16/10/2024 by 5.00PM.

Only shortlisted applicants will be contacted and called for interview.

Equal opportunity, promoting women & children rights is mandate of ESDO.

Application Deadline: 16 October 2024

Published On: 09 October 2024

Apply URL:

<https://career.esdo.net.bd/>

Company Information

Eco-Social Development Organization (ESDO)

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Collegepara (Gobindanagar), Thakurgaon-5100 Bangladesh

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