



Eco-Social Development Organization (ESDO)

Subject Matter Expert

Application Deadline: **16 Oct 2024**

Summary

Vacancy: **04**


Age: **at most 45 years**

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

Maximum Salary: **Tk. 30000 (Monthly)**

Experience: **3 to 4 years**

Published: **9 Oct 2024**

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Requirements

Education

- BSc/Diploma or equivalent.
- Candidate with NTVQF Skill Level-1 – 4 and Assessor/Trainer & Assessor will be given preference. Required trades include IT/ICT, Sewing Machine Operation, Tailoring & Dress Making, Block Batik & Screen Printing, Handicraft, Food Processing, Beautification, Electrical, RMG/Textile, Electrical, and Mechanical.
- Experience in WBT or Apprenticeship training will be given preference

Experience

- 3 to 4 years
- The applicants should have experience in the following business area(s):
NGO

Additional Requirements

- Age at most 45 years
- Both males and females are allowed to apply
- A minimum of 3-5 years of experience as a subject matter expert in areas such as vocational training, entrepreneurship, financial literacy, technical education, or market-driven skills development.
- Proven experience in developing curriculum content, training materials, or learning resources for vocational or skills-based programs.

- Knowledge of local market trends, labor demands, and vocational sectors that are relevant to adolescent girls and young women.
- Good knowledge of the MS Office package will be an advantage.
- Deep knowledge and expertise in a specific subject area (e.g., entrepreneurship, technical skills, financial literacy, digital literacy) that is relevant to the ALP's focus.
- Experience in designing, developing, and reviewing educational and training materials tailored to vocational and skills development.
- Ability to provide training to trainers and support them in delivering high-quality instruction to beneficiaries.
- Strong research skills to identify market trends and ensure training content remains relevant to job market needs.
- Excellent written and verbal communication skills, with the ability to convey complex ideas in an understandable and practical way for the target audience.
- Strong analytical and quality assurance skills to ensure the accuracy and relevance of training content.
- Experience in working with marginalized populations, particularly adolescent girls and young women, and an understanding of their unique challenges.
- Familiarity with gender-sensitive approaches to training and education.
- Experience in e-learning or developing digital training resources is an asset.
- Strong project management skills and the ability to work collaboratively with teams.
- Ability to respond to feedback and changing market trends, continuously improving training materials to meet evolving needs.
- A strong team player with the ability to work effectively with trainers, programme staff, and external stakeholders to achieve common goals.
- A commitment to providing high-quality, accurate, and practical knowledge that benefits the beneficiaries and aligns with the programme's mission.

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 Subject Matter Expert (SME) will play a critical role in the development and delivery of the Alternative Learning Programme (ALP) curriculum by contributing deep knowledge in specific subject areas related to skills development, vocational training, and market-oriented skills. The SME will ensure that the content developed for the programme is accurate, up-to-date, and aligned with current market needs. This position also involves providing technical guidance, developing learning materials, and supporting the training team to ensure the successful delivery of skills-based education.

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

Job Responsibilities:

Curriculum Development and Content Expertise

- Develop and review learning materials, curriculum content, and training modules in specific subject areas relevant to market-driven skills (e.g., entrepreneurship, technical skills, financial literacy, digital skills).
- Ensure that curriculum materials are tailored to the needs and context of adolescent girls and young women, focusing on transferable skills that lead to employability and entrepreneurship.
- Collaborate with the training team to ensure content is engaging, practical, and aligned with the goals of the ALP.

Market Research and Trend Analysis

- Conduct research on emerging trends in the job market and vocational sectors to ensure that the training content remains relevant to current demands.
- Identify key skills that are in demand by local businesses and industries, and incorporate them into the ALP curriculum.
- Work with the Business Development Officer and Job Placement Officer to ensure that the curriculum reflects the specific needs of employers and market trends.

Training of Trainers (ToT)

- Provide technical expertise and conduct training-of-trainers (ToT) sessions to build the capacity of field trainers and facilitators in delivering the curriculum effectively.
- Support trainers by providing ongoing guidance and troubleshooting any content-related challenges they face during the delivery of training sessions.

- Assist in developing evaluation tools and teaching aids that help trainers assess the progress of participants.

Quality Assurance and Assessment

- Monitor and evaluate the quality and effectiveness of training materials, ensuring they meet the highest standards of relevance, accuracy, and pedagogical quality.
- Provide feedback to trainers and programme management on the effectiveness of the content, making improvements as necessary to enhance learning outcomes.
- Develop assessment tools to evaluate the knowledge and skill acquisition of programme beneficiaries, ensuring alignment with market needs.

Technical Support and Guidance

- Serve as the go-to expert in specific subject areas, providing technical guidance to the programme team, trainers, and beneficiaries.
- Ensure that all technical materials, including manuals, guides, and learning resources, are accurate, clear, and practical for the target audience.
- Collaborate with the M&E team to track and report on learning outcomes and the impact of the curriculum on beneficiaries' employability and entrepreneurship skills.

Collaboration and Stakeholder Engagement

- Work closely with local industry experts, vocational institutions, and market leaders to continuously update and improve training content based on feedback and evolving market requirements.
- Engage with community leaders, local employers, and educational institutions to ensure the curriculum meets community and market needs.
- Participate in workshops, seminars, and networking events to stay informed of the latest trends and advancements in the relevant subject areas.

Workplace

Work at office

Employment Status

Full Time

Job Location

Bagerhat, Barishal, Bhola, Gazipur

Job Highlights

The Subject Matter Expert (SME) will play a critical role in the development and delivery of the Alternative Learning Programme (ALP) curriculum by contributing deep knowledge in specific subject areas related to skills development, vocational training, and market-oriented skills

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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