

Category: NGO/Development

## Head of Training

### Eco-Social Development Organization (ESDO)



#### Vacancy

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#### Job 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 **Head of Training** at Eco-Social Development Organization (ESDO) will lead, manage, and oversee all training activities related to capacity building, skill development, and knowledge dissemination. The role involves developing strategic training programs aimed at enhancing the competencies of the workforce, as well as external beneficiaries. The ideal candidate should possess a passion for eco-social development, along with experience in creating impactful training initiatives that align with ESDO's mission of promoting sustainable development, poverty alleviation, and social equity.

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

#### Job Responsibilities

##### Training Strategy Development:

- Design, implement, and monitor the overall training strategy for the organization, ensuring alignment with ESDO's goals and objectives.
- Develop capacity-building programs for staff, community leaders, and external partners, focusing on eco-social issues, sustainable practices, and community development.

##### Program Management:

- Lead the development and delivery of training programs that address skill gaps within the organization and across targeted communities.
- Ensure that training content is up-to-date, relevant, and customized to meet the needs of diverse stakeholders.

##### Team Leadership and Coordination:

- Manage the training department, including the supervision of training coordinators, facilitators, and support staff.
- Foster a culture of continuous learning, innovation, and professional development within the team.

##### Collaboration and Stakeholder Engagement:

- Collaborate with internal departments, partner organizations, and donors to identify training needs and opportunities.
- Represent ESDO in external forums, workshops, and conferences to promote its training programs and build relationships with key stakeholders.

**Monitoring and Evaluation:**

- Establish metrics to evaluate the effectiveness of training programs and ensure continuous improvement.
- Compile regular reports on training outcomes, impact assessments, and feedback for internal and external stakeholders.

**Budgeting and Resource Management:**

- Develop and manage the budget for the training department, ensuring optimal allocation of resources.
- Identify and pursue funding opportunities to support training initiatives.

**Training Content Development:**

- Oversee the development of training materials, including manuals, e-learning modules, and hands-on workshops.
- Ensure content is tailored to specific audiences, including grassroots communities, NGOs, and governmental bodies.

**Compliance and Best Practices:**

- Ensure all training programs comply with industry standards, donor requirements, and relevant legislation.
- Promote the adoption of best practices in eco-social development, sustainable livelihoods, and community-based approaches.

**Employment Status**

Full-time

**Workplace**

- Work at office

**Educational Requirements**

- Masters in any discipline

**Additional Requirements**

- Age at most 45 years
- Both males and females are allowed to apply
- Minimum of 7 years of experience in designing and delivering training programs, preferably in the NGO or development sector.
- At least 2 weeks field visits mandatory.
- Proven experience in leadership roles within training, capacity building, or human resources.
- Strong understanding of eco-social development principles and practices.
- Excellent communication, interpersonal, and facilitation skills.
- Ability to manage multiple projects, deadlines, and stakeholders.
- Proficiency in digital training tools and platforms is an added advantage.
- Strong analytical, problem-solving, and report-writing skills.
- Leadership and team management
- Strategic planning and execution
- Excellent presentation and facilitation skills
- Project management and budgeting
- Monitoring, evaluation, and reporting
- Stakeholder engagement and partnership building
- Adaptability and problem-solving abilities
- Strong passion for sustainable development and social equity

**Job Location**

Thakurgaon

**Salary**

- Tk. 50000 to 60000/- (Monthly)

### **Compensation & Other Benefits**

- Festival Bonus 2(Yearly) & Boishakhi allowance, Provident Fund, Gratuity & others benefit as per organizational policy.

### **Job Source**

Bdjobs.com Online Job Posting.

## **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**

Interested candidates are requested to submit their resume with cover letter along with recent 02 copy of Passport size Photo, photocopy of all academic and experience certificates, NID card /Citizenship certificate including mentioning two references with email on CVs. Applications should reach within 03/10/2024 by post or Currier or hand to hand delivery to: Head of HR, Human Resources Department, Eco-Social Development Organization (ESDO), Collegepara (Gobindanagar), Thakurgaon-5100, Bangladesh. Applications should be submitted within 03/10/2024 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: 03 October 2024

Published On: 21 September 2024

### **Company Information**

Eco-Social Development Organization (ESDO) Address: Collegepara (Gobindanagar), Thakurgaon-5100 Bangladesh