



## Eco-Social Development Organization (ESDO) Entrepreneurship Training & Mentoring Officer

Application Deadline: **16 Oct 2024**

### Summary

Vacancy: **08**


Age: **at most 45 years**

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

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

Experience: **3 to 5 years**

Published: **9 Oct 2024**

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### Requirements

#### Education

Master's degree in any discipline.

#### Experience

- 3 to 5 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
- At least 3-5 years of experience in entrepreneurship training, business development, or mentoring, preferably within an NGO or development programme.
- Proven experience in designing and delivering entrepreneurship training programs, particularly for disadvantaged or marginalized communities.
- Knowledge of small business management, financial literacy, and market trends, particularly in sectors relevant to young women.
- Experience in mentoring or coaching entrepreneurs, especially those from low-resource settings.
- Strong understanding of entrepreneurship, business development, and market dynamics.
- Excellent communication and mentoring skills.

- Ability to work effectively with marginalized groups and empower them to succeed.
- Proficiency in Microsoft Office and other relevant software.
- Willingness to travel frequently to different project sites.
- Strong understanding of the challenges and opportunities in starting and growing small businesses, with the ability to offer practical advice and guidance.
- Ability to design and deliver engaging, interactive training sessions that meet the needs of diverse participants.
- Experience providing personalized mentorship and support to entrepreneurs, with the ability to help them navigate challenges and achieve their business goals.
- Strong verbal and written communication skills, with the ability to simplify complex business concepts for non-technical audiences.
- Ability to connect participants with relevant resources, networks, and opportunities in the local entrepreneurial ecosystem.
- Creative and strategic thinker who can help entrepreneurs find solutions to business challenges.
- Experience working with women's empowerment programmes or entrepreneurship initiatives.
- Familiarity with micro-finance institutions, social enterprises, or other financial services that support small business development.
- Knowledge of gender-sensitive approaches to training and mentoring, with an understanding of the specific challenges faced by young women entrepreneurs.
- Proficiency in MS Office and experience with online learning tools or platforms.
- Flexibility to adjust training methods based on participant feedback and the evolving needs of the entrepreneurial environment.
- Strong leadership skills, with the ability to inspire and motivate young women to pursue their entrepreneurial goals.
- Commitment to maintaining ethical standards and transparency in mentoring and supporting entrepreneurs.

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## **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 Entrepreneurship Training & Mentoring Officer will be responsible for providing training and mentorship to beneficiaries who aspire to start their own businesses or improve their entrepreneurial skills. This role involves designing and delivering practical entrepreneurship training, offering mentorship support, and linking young women to resources and networks that can help them succeed in their business ventures. The officer will also be responsible for tracking the progress of entrepreneurs and ensuring that they receive continuous support throughout their entrepreneurial journey.

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

### **Job Responsibilities:**

#### **Entrepreneurship Training**

- Design and deliver tailored entrepreneurship training modules that cover key topics such as business planning, financial management, marketing, and customer relations.
- Facilitate interactive workshops and practical sessions to equip participants with the skills and knowledge required to start and sustain successful businesses.
- Adapt training materials to be relevant to the local context and the specific needs of adolescent girls and young women.

#### **Mentorship and Support**

- Provide one-on-one and group mentorship to aspiring entrepreneurs, offering guidance on business development, strategy, and problem-solving.
- Work closely with beneficiaries to develop personalized business plans and help them set realistic goals for their ventures.
- Offer ongoing support to entrepreneurs in addressing challenges they face in launching or growing their businesses.

#### **Networking and Access to Resources**

- Connect beneficiaries with relevant business development services, micro-finance institutions, and other resources that can support their entrepreneurial efforts.
- Help participants gain access to markets by organizing networking events, market visits, and business fairs where they can showcase their products or services.

- Build relationships with local business leaders, entrepreneurs, and industry experts who can serve as mentors or provide additional support to the programme's participants.

### **Monitoring and Evaluation**

- Track the progress of entrepreneurs throughout the training and mentorship process, monitoring key milestones such as business registration, revenue generation, and market expansion.
- Collect feedback from participants to assess the effectiveness of training and mentorship activities and make improvements where necessary.
- Contribute to the development of success stories and case studies that highlight the achievements of the programme's beneficiaries.

### **Entrepreneurial Mindset Development**

- Foster a culture of innovation, problem-solving, and resilience among participants by encouraging creative thinking and a proactive approach to business challenges.
- Help participants develop essential soft skills such as leadership, communication, negotiation, and time management, which are critical for entrepreneurial success.

### **Collaboration with Stakeholders**

- Work closely with the Business Development Officer and Job Placement Officer to align entrepreneurship training with market demands and ensure that participants have access to job placement opportunities if needed.
- Collaborate with local government, community organizations, and private sector partners to strengthen the entrepreneurial ecosystem and create a supportive environment for young female entrepreneurs.
- Engage with potential investors, donors, and partners to explore opportunities for funding and scaling up successful ventures.

### **Workplace**

Work at office

### **Employment Status**

Full Time

### **Job Location**

Bagerhat, Barishal, Bhola, Gazipur

### **Job Highlights**

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offering mentorship support, and linking young women to resources and networks that can help them succeed in their business ventures.

## **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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### Address:

Collegepara (Gobindanagar), Thakurgaon-5100 Bangladesh

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