



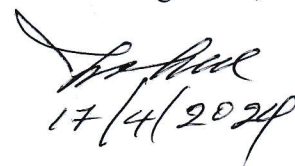
Employment Notice

Caritas Development Institute (CDI) invites applications from the eligible candidates (men and women) for the position of **Faculty Member (Training)**.

Details of the Position and Required Qualifications	Key Responsibilities
<p>Job Title: Faculty Member (Training) Post: One Age: Maximum 32 years as on 01 June, 2024 Educational Qualification: At least Masters in Social Science; Development Studies, Statistics, Economics, Sociology, Anthropology and other similar discipline. Job Requirements:</p> <ul style="list-style-type: none">– Minimum two years professional experience in the similar position in any reputed organizations.– The position requires to the candidates who got training in the area of Training of Trainers (ToT), Advocacy, Gender and Development, RBM, Effective Monitoring Process, Development Management, Strategic Planning & Management and Disaster Management and others contemporary issues.– Strong facilitation and presentation skill in training.– Computer operations, particularly in MS Word, Excel, Power Point and multimedia.– Excellent interpersonal, organizational and Communication skill.– Have knowledge on Safeguarding, Gender based violence and Child Protection.	<ul style="list-style-type: none">– Responsibility is to develop high quality training material, curriculum, training coordination, training need assessment, training facilitation and logistic support, etc.– S/he is responsible for training facilitation in CDI and outside Dhaka.– Regular update of training materials methods and apply during training facilitation.– Assist to identify contemporary training issues, develop training materials & Module.– Prepare training report and documentation of training files.– It is expected to spend approximately 50% of his/ her work time in the field.– Perform other duties as required.– Salary: Tk. 35,000/- (consolidated) per month during probationary period. For truly deserving candidate salary is negotiable.– Job location: The position is based at CDI, Dhaka but will require frequent field visit.

Selected candidate will be appointed initially for six months probationary period. Upon successful completion of the probationary period, appointment may be confirmed according to the existing pay scale and service rules of the organization. After confirmation long term benefits such as provident fund, gratuity, insurance, health care and compensation scheme will be admissible.

Eligible and interested candidates with requisite qualifications are invited to apply with a letter of intent (no more than one page) along with a complete CV with details of two referees and a cover letter, two passport size photographs and attested copies of all educational and experience certificates to the following address: **Director, Caritas Development Institute (CDI), 2, Outer Circular Road, Shantibagh Dhaka-1217** or e-mail: cdi@caritascdi.org by the **09th May 2024**. **Women candidates are especially encouraged to apply.** Only short listed candidates will be invited for interview. Incomplete applications will not be considered. The organization reserves the right to reject any application or to cancel or postpone the recruitment process for any reason whatsoever. Personal contact will be treated as disqualification for the post. The staffs of Caritas Bangladesh, Trust offices and Project offices are requested to apply through proper channel.


17/4/2024