

Training & Management Specialist (T&MS)

Contract Type: Individual Consultancy

Duration of Assignment: 05 (Five) yearsx2 (60 mm)x2= 120 mm

Duty Station: Dhaka, Bangladesh

No of Post: 02 (Two)

The Training & Management Specialist will be responsible for carrying out the following tasks, among others:

Scope of work:

The scope of work for the Training and Management Specialist to be positioned at PIU to organize, supervise, monitor and evaluation of the training and management activities of the project as described below but not limited to:

- a) Carryout training needs assessment of IT Sector of Bangladesh.
- b) Organize, Monitor and supervise the training program organize by the firm.
- c) Organize, Monitor and supervise the training conducted by the training institutes.
- d) Design, organize and manage training programs and provide logistical support i.e arrange venue, transport, training materials etc.
- e) Assist in identifying the best available resource personnel as instructor under the modules to carry out the training
- f) Assist in developing training modules, training materials, presentations
- g) Develop training plan and maintain training calendar
- h) Maintaining liaison with the resource persons, public and private sector stakeholders and donor
- i) Assist other team member of PIU in their work as directed by PD
- j) Carry out any other assignments prescribed by the PD/Project Authority

Educational Qualification and Experience:**A. Academic:**

A Minimum Master's degree in any discipline.

B. Experience:

- At least 07 (Seven) years of relevant experience in the field of training & management of which minimum 05 (Five) years experience in managerial position in Donor's funded Govt. Project.
- Previous experience in designing training modules in IT related subjects is required.
- Organizing training course in home and abroad, conducting training needs assessment, working in training related organization will get preference.
- Must have excellent communication and presentation (oral and written) skills in Bangla and English.
- The incumbent should have Computer skills including operation of Word, Excel, Power Point and editing web sites etc.
- Previous experience of working in any donor funded project is preferred.

Reports and Time Schedule:

The Training and Management Specialist will prepare his/her work schedule monthly/quarterly/annually and will submit the report to the Project Director regularly as well as any report requested by Project Director for GOB/Donor requirement on the Project.

Work Place:

The Training and Management Specialist will be posted in project head quarter. She/he will work directly under supervision of Project Director. She/he has to visit the Hi-Tech parks/training institutions situated in different districts