



এসডিএস (শরীয়তপুর ডেভেলপমেন্ট সোসাইটি) **SDS** (Shariatpur Development Society)

Circular Number: 2026-2027.000.05

Circular Date: 08/10/2026

Basic Information

Name of Organization	: SDS (Shariatpur Development Society)
Name of the Position	: Training and Employment Support Officer
Name of Project	: Recovery and Advancement of Informal Sector Employment (RAISE)
Number of Position	: 01 (One)
Age	: Maximum. 45 Years
Experiences	: Min. 07 Years Professional Experience
Monthly Consolidated Salary	: BDT 50,000/- per month. The final salary package will be determined based on the candidate's qualifications, relevant experience, proven track record and organization's approved policies and regulations.
Assignment Duration	: 4 Years (Up to June 2030)
Duty Station	: Extensive Field visit is required across the Project sites

Background:

SDS (Shariatpur Development Society) is implementing the Recovery and Advancement of Informal Sector Employment (RAISE) Project under the Additional Financing phase, implemented by the Palli Karma-Sahayak Foundation (PKSF) with support from the World Bank, aims to enhance employment opportunities, entrepreneurship development and economic inclusion for low-income youth and micro entrepreneurs. The project aims to enhance employment and income-generating opportunities for low-income youth through skills development, apprenticeship programs, entrepreneurship promotion, access to finance and other livelihood support interventions. The project places particular emphasis on women, disadvantaged groups and climate-vulnerable communities, thereby fostering inclusive economic growth and sustainable livelihoods across Bangladesh.

The RAISE project is being implemented nationwide through selected Partner Organizations (POs) of PKSF. As a Partner Organization of PKSF, SDS (Shariatpur Development Society) is responsible for implementing the project within its designated operational area in accordance with the project objectives and implementation guideline.

To ensure effective implementation of the project and achievement of its intended outcomes, SDS (Shariatpur Development Society) invites applications from qualified, experienced and motivated professionals for the following project positions under the RAISE Project. The detailed Terms of Reference (ToR) for the positions are provided below.

Key Responsibilities:

a) Training facilitation and capacity building.

- Prepared a comprehensive training plan and conduct Life Skills, Business Management and Entrepreneurship Development (BMED) and Risk Management and Business Continuity (RMBC) training sessions in accordance with approved curricula, training manuals and project guidelines.
- Prepare and deliver training sessions by developing session plans, training materials, presentations, handouts and practical exercises, while facilitating interactive learning through participatory methods such as group discussions, case studies, role plays, simulations and practical demonstrations to achieve effective learning outcomes.
- Ensure an inclusive, participatory and learner centered training environment that promotes active engagement and equal participation.
- Identify training gaps and recommend improvements to training contents, methodologies and deliver approaches.
- Prepare and submit training completion reports, participant performance summaries, and other required documentation in a timely manner.

Sadar Road, Shariatpur, Post Code-8000, Bangladesh.

Cell: 01325060185, Tel: 02478815406, web: www.sdsbd.org, e-mail: sds.shariatpur@gmail.com

Reg. No. Social Welfare: Shari-77/92, NGO Affairs Bureau: 794/93, Microcredit Regulatory Authority: 0374-04616-00229



এসডিএস (শরীয়তপুর ডেভেলপমেন্ট সোসাইটি)

SDS (Shariatpur Development Society)

b) Career Preparation and Counseling:

- Provide individual and group counseling during and after training.
- Help apprentices set career goals and plan accordingly.
- Conduct sessions on CV writing, interview preparation, workplace behavior, etc.
- Coordinate Recognition of Prior Learning (RPL) certification where applicable.

c) Employment and Entrepreneurship Support

- Implement training and capacity-building activities to strengthen project participants' business management, risk management, and business continuity competencies.
- Match graduates with job or self-employment opportunities.
- Guide apprentices on business startup and link them with financial and support services.
- Guide apprentices and Young Micro-entrepreneurs (YME) in developing business plans, financial literacy, and basic business management skills.

d) Employer, Industry and Stakeholder Engagement

- Build partnerships and work intensively with MCPs, POs, local government, local employers and industries to create a supportive employment ecosystem for the apprentices.
- Formation and Functionalization of Employment Cells at the Field Level.
- Organize recruitment events, job fairs, and on-site interviews.

e) Placement Tracking and Monitoring

- Keep records of job placements and follow up on job status and satisfaction.
- Maintain an updated database and track career progress of Apprentices, Young Micro-entrepreneurs.

f) Reporting and Documentation

- Maintain project records, prepare regular progress reports, database and document success stories.

Additional Responsibilities

- Support Community Outreach and Mobilization, especially for marginalized groups (e.g. Women, PwDs, ethnic minorities).
- Oversee enrollment, motivation, and mentoring of apprentices.
- Facilitate and access to entrepreneurship training, financing, and wider job markets.
- Promote gender equality, inclusion, and safeguarding in all activities.
- Support research and data collection like tracer studies and labor market assessments.
- Any other project-related responsibilities assigned by the management as required.

Selection Criteria

a) Education

- Master's in Business Administration/Management/Economics/Development Studies/Social Work/Sociology/any discipline of social science from any Govt. approved university. or
- B.Sc Engineering in CSE/EEE/Civil/Mechanical Engineering/IPE from any Govt. approved university.
- The applicant must have at least one 1st Division/Class or equivalent CGPA in the academic career.
- Applicants having more than one third class/division or equivalent grade in their entire academic record will not be considered eligible.

b) Experience

- Minimum 7 years of professional experience including 3 years relevant experience in the development organization, preferably in skills development, capacity-building programs, employment generation and job placement.

Sadar Road, Shariatpur, Post Code-8000, Bangladesh.

Cell: 01325060185, Tel: 02478815406, web: www.sdsbd.org, e-mail: sds.shariatpur@gmail.com

Reg. No. Social Welfare: Shari-77/92, NGO Affairs Bureau: 794/93, Microcredit Regulatory Authority: 0374-04616-00229



এসডিএস (শরীয়তপুর ডেভেলপমেন্ট সোসাইটি) **SDS** (Shariatpur Development Society)

- Only full-time work experience gained after completion of a Bachelor's or Master's degree shall be considered for eligibility.
- Experience in employment support, training facilitation, career services, Project Management/Entrepreneurship Development/Pedagogy Training.
- Preference will be given to candidates who have prior experience working with key stakeholders in the skills development and apprenticeship sector, including BTEB, NSDA and relevant private sector actors.
- Experience in implementing or managing national or large-scale apprenticeship or work-based learning programs will be considered an added advantage.
- Preference shall be given to individuals with prior experience in working under PKSF's RAISE Project, along with demonstrated skills, professional competence, and a strong reputation.

e) Others

- Proficient in MS Office package.
- Excellent Communication skills both in English and Bangla.
- Self-motivated, adaptable, team player and passion for social development works.
- Ability and willingness to travel frequently at project sites.

Duty Station

- Shariatpur, Extensive Field visit is required across the Project sites of SDS

Salary and Allowance

- Monthly consolidated salary BDT 55,000/- (Fifty-Five Thousand)
- Other admissible benefits (Festival Bonus, Bangla Noboborsho Allowance, Mobile Allowance etc.) as per Organization policy; and
- Salary and other admissible benefits (if any) are inclusive of all applicable taxes as imposed by the Government of Bangladesh. All relevant taxes will be deducted at the source as per Government rules.

Application Sending Address

- SDS Head Office, Sadar Road, Shariatpur-8000, Bangladesh
- or
- **Email Address: recruitment@sdsbd.org**

Application Deadline:

- 20 October 2026

"Qualified female candidates and eligible internal staff of the PIU-RAISE are strongly encouraged to apply."

SDS (Shariatpur Development Society) the authority reserves the right to cancel one or any applications at any stage of the recruitment process.

Sadar Road, Shariatpur, Post Code-8000, Bangladesh.

Cell: 01325060185, Tel: 02478815406, web: www.sdsbd.org, e-mail: sds.shariatpur@gmail.com

Reg. No. Social Welfare: Shari-77/92, NGO Affairs Bureau: 794/93, Microcredit Regulatory Authority: 0374-04616-00229