Zonal Manager, Skills Development Programme

Location: Mirpur, Dhaka

Date Posted: November 23, 2026

Last Date of Application: December 3, 2026

BRAC is an international development organisation founded in Bangladesh that partners with over 145 million people living with inequality and poverty globally to create sustainable opportunities to realise potential. Working at BRAC is not like any other job. It is a platform where you can bring about real change for people who need it the most. We are not just dreaming of a better world; we are building it. Join us to find the way.

In 2007, Bangladesh faced a demographic dividend with 1.6 million youth lacking education, employment, or training. To address this, BRAC launched an apprenticeship program for school dropouts, which officially evolved into the BRAC Skills Development Programme (SDP) in 2015. Today, SDP spans 26 projects offering market-aligned skills, entrepreneurship training linked with microfinance, and career counseling. Aligning with national policies and UN SDGs, the program promotes deep inclusivity, even adapting to 100% online training during the COVID-19 pandemic. To date, SDP has empowered over 428,000 marginalized individuals—including women, disabled, and transgender people. With a high job placement rate, the program has proven to be a transformative socio-economic force, successfully reducing child marriage, boosting household incomes, and supporting a prosperous future for Bangladesh.

We are seeking a dynamic and results-oriented individual to join as Zonal Manager. In this role, you will be responsible for managing and supporting field teams, strengthening staff capacity, maintaining effective coordination with internal and external stakeholders, and supporting the Head Office in designing and implementing new programme interventions. Additionally, this role also ensures timely implementation of organizational decisions and achievement of programme objectives in accordance with organizational policies and guidelines.

Key Responsibilities:

- Ensure effective field-level planning and timely, smooth implementation of programme activities in accordance with approved plans and objectives.
- Ensure effective management, supervision, and coordination of field teams, maintaining strong communication and collaboration with internal and external stakeholders.
- Identify and address the capacity-building needs of team members by organizing and facilitating local-level meetings, training sessions, workshops, and orientations to enhance their knowledge, skills, and performance.
- Provide necessary support to the Head Office in designing, developing, and implementing new interventions and innovative approaches across different programmes.
- Ensure proper implementation of decisions and directives from the Head Office. Coordinate with relevant staff to prepare and submit programme-related technical and financial reports on a monthly and quarterly basis, ensuring accuracy and timely submission.

Safeguarding Responsibilities:

- Ensure the safety of Programme Participants, people who come into contact with the organisation and team members from any harm, abuse, neglect, harassment and exploitation including sexual exploitation and abuse (SEA) to achieve the programme's goals of safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.
- Follow the safeguarding reporting procedure in case any reportable incident takes place and encourage others to do so.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.

Additional Job Requirements:

- Demonstrate sound understanding of programme planning, implementation, monitoring, evaluation, and field-level operational management.
- Apply effective team management, staff supervision, budget monitoring, and performance improvement practices to ensure programme objectives are achieved.
- Coordinate with internal teams and external stakeholders to ensure effective programme implementation, reporting, and capacity development.

Educational Requirements:

Graduate degree in any discipline from a recognised university.

Experience Requirements:

Minimum 3–5 years of relevant professional experience in programme/project management, field-level implementation, or development programme - Practical experience in planning, implementing, monitoring, and supervising field-level programme activities. - Proven experience in managing, supervising, and coordinating field teams.

Benefits:

Festival Bonus, Health and Life Insurance, and others as per policy.

This position is open to Bangladeshi nationals only. BRAC does not charge any fees at any stage of the recruitment process.

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