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Eco-Social Development Organization (ESDO) Insight

Skills Development Trade Expert - Basic Soap & Hygiene Product Production

Application Deadline : 30 Nov 2026

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All | Requirements | Responsibilities | Salary & Benefits | Company Information

Vacancy: 01
Salary: Tk. 40000 (Monthly)
Age: 18 to 45 years
Experience: 4 to 5 years
Location: Cox`s Bazar (Teknaf, Ukhi...
Published: 22 Nov 2026

PRO Application Insights View

Requirements

Education

- Diploma

Experience

- 4 to 5 years
- The applicants should have experience in the following business area(s): NGO

Additional Requirements

- Age 18 to 45 years
- Strong practical, hands-on expertise in the assigned trade, with the ability to demonstrate correct technique and coach others through it.
- Excellent facilitation, mentoring, coaching, and instructor development skills.
- Sound understanding of competency-based training and assessment (CBT&A), VET pedagogy, workshop safety, and quality standards in the assigned trade.
- Ability to work effectively with adolescents and youth from diverse backgrounds with sensitivity, warmth, and respect.
- Good communication, coordination, and reporting skills in Bangla and working English.
- Proficiency in basic Microsoft Office applications and comfort with digital data collection tools such as Kobo or ODK will be considered an advantage.
- High integrity, confidentiality, and professionalism.
- Strong commitment to child rights, inclusion, safeguarding, and gender equality.
- Must possess a valid driving license
- Minimum 4 to 5 years of professional experience in the assigned trade area, including/ in combination of practical hands-on trade practice, workshop supervision, or industry experience.
- Demonstrated experience delivering or supervising vocational skills training, trade instruction, or technical education in the assigned trade.
- Demonstrated experience coaching, mentoring, or training vocational instructors, trainers, master craftspersons, or apprentices.
- Experience in competency-based learner assessment, practical examinations, and skills evaluation in a TVET or vocational context.
- Experience developing low-cost teaching and learning materials, jigs, samples, or demonstration aids for practical training.
- Experience working with TVET, skills development, apprenticeship, youth development, or livelihood programmes will be highly preferred

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- Experience developing low-cost teaching and learning materials, jigs, samples, or demonstration aids for practical training.
- Experience working with TVET, skills development, apprenticeship, youth development, or livelihood programmes will be highly preferred.
- Experience working with NGO, INGO, UN agency, or donor-funded programmes will be preferred.
- Experience working in the Cox's Bazar Rohingya humanitarian response is an advantage.

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 people' 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 422 upazilas under 56 districts of Bangladesh covering over 10 million poor and vulnerable people.

ESDO is going to implement a UNICEF-supported project titled "Provide quality, inclusive skills development and Myanmar Curriculum STEM education for adolescent learners aged 15-18, and portable skills training for education volunteers in Cox's Bazar" in Rohingya camps of Ukhia, Cox's Bazar. The project aims to improve access to quality foundational literacy numeracy (FLN), trade skills, employability skills, leadership skills, entrepreneurship training, STEM Education and portable skills opportunities for Rohingya adolescents and youth through multi-Purpose Centers (MPCs), Science & IT Labs, and SKILFO-based portable skills interventions.

The Skills Development Trade Expert is the technical authority for one of the project's six trade courses and is responsible for the day-to-day quality of trade instruction, the technical development of the volunteer Trade and Entrepreneurship Skills Instructor, the credibility of learner competency assessment, and the market relevance of what is being taught in the lab. The position guides and monitors instructors delivering the assigned trade across the multi-purpose centres, strengthens vocational education and training (TVET) pedagogy, drives the development of contextually appropriate and low-cost teaching and learning materials, and ensures learner assessment is conducted in line with best practice in skills development. The Trade Experts together own the technical quality backbone of the project's trade delivery, one for each of the six trades offered under the project.

The Skills Development Trade Expert will work under the direct supervision of the Market Linkage and Business Development Specialist, with dotted-line coordination to the Adolescent Development Specialist on VET pedagogy and instructor development, and will coordinate closely with the Skills Development Field Officer, Skills Development Field Assistants, volunteer Rohingya and host-community Trade and Entrepreneurship Skills Instructors, the Inclusion Associate, the PSEA, CSG and AAP Officer, the Information Management Manager, the Warehouse Associate, and master crafts persons and industry practitioners engaged under the project.

Trade Expert will be recruited for each of the following trade offering (relevant NSDA course will be matched for qualification assessment).

- Soap & Hygiene Product Production

Reporting to: Market Linkage & Business Development Specialist

Job Responsibilities

A. Trade-Specific Technical Guidance, Quality Assurance, and Lab Standards

- Provide day-to-day technical guidance to the volunteer Rohingya and host-community Trade and Entrepreneurship Skills Instructors delivering the assigned trade across the multi-purpose centres, so that instruction is technically sound and competency based.
- Conduct regular workshop and classroom monitoring visits to observe delivery, verify practical standards, check tool and equipment condition, and confirm that occupational health and safety (OHS) protocols are being followed.
- Uphold competency-based training standards include the appropriate balance of theory and practice, disciplined workflow, quality of finished products, and workshop organization.
- Promote safe, efficient, and environmentally responsible use of tools, materials, machinery, and consumables across every workshop delivering the assigned trade.
- Support development and refinement of training schedules, practical exercises, and demonstration sessions.
- Promote safe and effective use of tools, equipment, and training materials.

B. Instructor Coaching, VET Pedagogy Improvement, and Performance Assessment

- Coach, mentor, and support the volunteer Trade and Entrepreneurship Skills Instructors on the assigned trade, providing on-the-job guidance, demonstration, and structured feedback that lifts instructor practice over the project cycle.

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- Improve VET pedagogy at instructor level, including practical demonstration technique, sequencing of theory and practice, competency-based instruction, learner-centred facilitation, and adolescent-appropriate delivery.
- Deliver technical refresher training, In-Learning Circles (ILCs), and Training of Trainers sessions as part of the instructor development calendar coordinated by the Market Linkage and Business Development Specialist and Adolescent Development Specialist.
- Conduct structured performance assessment of Trade and Entrepreneurship Skills Instructors through classroom observation, teaching demonstration, and technical review, and support Performance Improvement Plans in coordination with the Information Management Manager and HR and Admin Associate where quality concerns are identified.

C. Learner Assessment, Skills Evaluation, and Competency Standards

- Ensure learner assessment for the assigned trade is designed and conducted in line with best practice in skills development, using competency-based methods, practical demonstrations, product-based tasks, portfolio evidence, and rubrics that credibly measure what learners can do.
- Conduct or verify practical assessments, competency evaluations, and end-of-course examinations for learners of the assigned trade, ensuring fairness, transparency, and alignment with the project's assessment framework.
- Support learner progression, graduation, and certification decisions on the basis of demonstrated competency, and organize practical examinations, exhibitions, and product showcases as part of the assessment cycle.
- Contribute to development and refinement of assessment tools, rubrics, and marking guides for the assigned trade.

D. Curriculum, Low-Cost Learning Materials, and Continuous Improvement

- Support development, adaptation, and continuous improvement of training modules, session plans, practical exercises, and demonstration protocols for the assigned trade.
- Lead the development of low-cost, contextually appropriate teaching and learning materials, samples, product templates, and demonstration aids that raise workshop quality without stretching the budget.
- Recommend appropriate tools, consumables, equipment, and supplies for the assigned trade to the Warehouse Associate and Procurement Associate through the Market Linkage and Business Development Specialist, so that workshops are correctly equipped.
- Integrate entrepreneurship, employability, workplace safety, green skills, and quality standards into trade course delivery in coordination with the Market Linkage and Business Development Specialist.
- Contribute to innovation and continuous improvement of vocational training approaches.

E. Market Relevance, Industry Linkage, and Employability

- Support market assessments for the assigned trade, and translate market insight into course composition, product quality standards, and finishing practices.
- Support identification of internship, apprenticeship, and master craftsperson opportunities for learners of the assigned trade and provide technical input on the suitability of proposed placements.
- Facilitate learner exposure to industry practices, quality standards, and market expectations through workshop-based simulations, market visits, and industry engagement events.
- Support the Market Linkage and Business Development Specialist in identifying employment, self-employment, and enterprise opportunities that are technically realistic for graduates of the assigned trade.

F. Monitoring, Documentation, and Reporting

- Conduct regular field visits and technical monitoring of the assigned trade across the multi-purpose centres, and document workshop conditions, delivery quality, learner performance, and instructor development observations.
- Prepare technical monitoring reports and recommendations for the Specialists and contribute inputs to the result framework tracking.
- Document innovations, quality improvements, low-cost material developments, learner successes, and lessons learned, and support case study and success story development coordinated by the Knowledge Management Officer.
- Support Third-Party Monitoring visits, UNICEF spot checks, donor missions, HACT assurance activities, and evaluations for the assigned trade with credible technical evidence.

G. Safeguarding, Inclusion, Compliance and Other Responsibilities

- Uphold PSEA, Child Safeguarding, AAP, Environmental and Social Standards (ESS), ESRM, and anti-fraud standards across every workshop, instructor interaction, learner assessment, and industry engagement.
- Promote the participation of adolescent girls, adolescents with disabilities, and other under-represented adolescents in the assigned trade, and ensure workshops are inclusive, safe, and welcoming.

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- Promote the participation of adolescent girls, adolescents with disabilities, and other under-represented adolescents in the assigned trade, and ensure workshops are inclusive, safe, and welcoming.
- Reinforce safe and gender-responsive conduct among Trade and Entrepreneurship Skills Instructors and route any concern arising in the workshops through the referral pathway maintained by the PSEA, CSG and AAP Officer.
- Ensuring workplace safety, occupational health, and environmental responsibility are practised across every workshop delivering the assigned trade.
- Participate in project planning, review, and coordination meetings related to trade delivery, instructor development, and market linkage.
- Support trade fairs, exhibitions, skills competitions, community showcase events, and donor and monitoring visits.
- Perform any other duties assigned by the Specialists in the interest of the project and its participants

Skills & Expertise

Other Relevant Skills

Quality Assurance | Safeguarding | Curriculum Development | Technical Training | vocational education

Compensation & Other Benefits

According to project allocation

Workplace

Work at office

Employment Status

Full Time

Job Location

Cox`s Bazar (Teknaf, Ukhia)

Job Highlights

The project aims to improve access to quality foundational literacy numeracy (FLN), trade skills, employability skills, leadership skills, opportunities for Rohingya adolescents and youth.

Read Before Apply

Eco-Social Development Organization (ESDO) follows a zero-tolerance policy against all forms of inhumane behavior, including child and youth abuse, gender-based violence, extremism and terrorism, corruption, sexual harassment, sexual misconduct, sexual exploitation, and abuse. If there is any evidence of your involvement in such behavior in your personal life or at any of your previous workplaces, you are kindly requested not to apply for this position.
If any false information or such misconduct is discovered after appointment or during the period of employment, ESDO will take appropriate action in accordance with its internal policies and the prevailing laws of the Government of Bangladesh.

Apply Procedure

Hard Copy

Applications should submit within 30/11/2026 by 5.00PM through ESDO website online
Application link:
https://esdo.net.bd/career/
Only shortlisted applicants will be contacted and called for an interview.
Women are especially encouraged to apply.