

JOB PROFILE

Skill Building Trainer

Job Title	: Skill Building Trainer
Team/ Project	: Positive Change in Gender Norms and Harmful Behavior for Inclusive and Resilient Communities (GBV)
Location	: Two Women-Led Community Centres (WLCC)- one in Chanandi Union and one in Burirchar Union, Hatiya, Noakhali. Note: Frequent travel is required between Hatiya mainland and island to manage both centres
Contract length	: 04 Months (September - December 2026)
Reports to	: WLCC Coordinator / Designated Supervisor; PRAAN
Salary	: 42,000 BDT per month
Key contacts	: Close communication and coordination with the Programme Coordinator, WLCC team, Union Parishad, Upazila Parishad, Department of Women Affairs, Social Services Office, community leaders, trainees and other relevant service providers/stakeholders.

ABOUT PRAAN

Participatory Research and Action Network- PRAAN is a non-profit, non-government public-interest organization established in 2004. PRAAN works to address poverty and injustice through participatory action research, human rights, economic rights, trade justice, and sustainable livelihoods. Its vision is a poverty-free, pluralist society where basic rights and access to information are ensured for everyone.

ROLE PURPOSE

The Skill Building Trainer is responsible for planning, organizing and delivering practical skill-development training for women through the Women Led Community Centers in Chanandi and Burirchar Union, Hatiya. The role will facilitate hands-on training in dress making, Nakshi Katha, block batik, hand/skin printing, pearl showpiece making, bag making and other suitable livelihood skills. The Trainer will support trainee selection, attendance, mentoring, follow-up, learning assessment, record keeping and reporting, while maintaining close coordination with project staff, community stakeholders and relevant local government offices. The position aims to strengthen women's practical skills, confidence, self-reliance and opportunities for improved livelihoods.

Project Brief

The project 'Positive Change in Gender Norms and Harmful Behavior for Inclusive and Resilient Communities (GBV)' is implemented by PRAAN in Hatiya, Noakhali. The project works with women and communities to encourage positive gender norms, reduce harmful behavior and strengthen inclusive and resilient community mechanisms.

Skill-building activities under the project are designed to enhance women's practical livelihood capacities and self-reliance through community-based vocational training at Women Led

Community Centers. The training component includes planning and facilitation of practical courses, trainee mentoring, community coordination, field follow-up, documentation and learning.

Scope of the Role

- Assess training needs and prepare practical skill-development plans and materials.
- Deliver hands-on training on tailoring, handicrafts and other livelihood skills.
- Support trainee selection, attendance, mentoring and progress monitoring.
- Conduct field visits, community mobilization and follow-up support.
- Maintain training records and prepare regular reports.
- Coordinate with project staff, local authorities and community stakeholders.
- Promote livelihood and market linkage opportunities for trainees.
- Ensure safeguarding, inclusion, safety and professional conduct.
- Participate in team activities and perform other assigned duties.

Requirement of the Role

Area	Requirement
Academic Qualification	Minimum HSC or equivalent; relevant degree or vocational training preferred.
Experience	At least 2 years' experience in vocational training, tailoring, handicrafts or similar work.
Technical Knowledge	Practical skills in tailoring, Nakshi Katha, block batik, printing, bag making or other crafts.
Language	Experience in community facilitation, trainee mobilization, mentoring and field follow-up.
Computer Skills	Good Bangla communication; basic English preferred.
Personal Qualities	Patient, organized, respectful, practical and able to work in rural communities.

We offer

Monthly Salary : **42,000 BDT**

Other benefits : Actual TA/DA and other admissible benefits as per organizational policy.

Application Details

If you feel that your qualification and experience match our requirements, and you have a shared commitment to PRAAN's values,

please email a cover letter along with your Resume to contact@praan.org.bd

Please make sure you email your Job Application Form along with your Resume with the Email subject: Application for the Position of Skill Building Trainer at PRAAN

We'd like to emphasize that any attempts to influence the process will lead to disqualification. We aim to ensure a fair and unbiased selection for everyone involved.