

Name of Organization: National Development Programme (NDP)

Name of Post: Trainer-Computer Training

Job Context: National Development Programme (NDP) is going to start a three month computer training program in its “NDP Technical Institute”. To conduct this training program, NDP is inviting applications from the suitable candidates experienced in providing computer training and certified in BTEB/NSDA computer operational course.

No of Vacancies: 1

Type of job: Contractual.

Responsibilities/Tasks: The Trainer-Computer Training will be responsible for successful completion of this three month computer training program. His/her duties and responsibilities, which are essential but not limited to:

- Preparing Training module and schedule as per NSDA cariculum.
- Preparing Training materiels and PowerPoint presentation.
- Student enrolment, conducting training program and preparing training report.
- Completing assessment of the trainees.
- NSDA required documentation and reporting.

Educational Requirement: Diploma/B.Sc. in Computer Science or Computer Engineering.

Experience Requirement: Minimum 2 years of experience in providing computer training.

Age: Maximum age is 40 years.

Additional Job Requirements:

- Certification of competence level 1, 2, 3 of NSDA or BTEB computer operational course.
- Capacity to prepare training schedule, develop training module and power point presentation.
- Efficiency in NSDA required Assessment & Certification process.
- Knowledge on training related software use.

Salary Range: Negotiable.

Job Location: Sirajganj

Applying instruction: Candidates are requested to send the CV with a cover letter to career@ndpbd.org on or before 15 November 2024 or requested to send the CV with a cover letter along with 2 passport size color photograph, copies of educational and experience certificates, relevant documents, national ID card, certificate of nationality from Poursava/UP and others to the to the Assistant Director (HR & Admin), National Development Programme (NDP), Kazi Motiar Rahman Road, Masumpur, Sirajganj or P.O. Box No. 2 on or before 15 November 2024.

Please clearly state the name of the position applied for on the top of the envelope.

The abusers of children, adolescent, youth, women, aged people, person with disability and people with ethnic community need not apply. Women are encouraged to apply; only the short-listed candidates will be called for interview.

Company Information:

National Development Programme-NDP

Address: NDP Bhaban, Bagbari, Upazila-Kamarkhand, District: Sirajgonj

Business: NGO