

## Coordinator - Training

SKS Foundation

Vacant-01

### Job Context

SKS foundation is committed to improve its focus on skill development towards meeting organizational objectives; and has been looking for a dynamic, committed and self-driven individual for the position of 'Coordinator- Training' to be based in Gaibandha. This is an upper mid-level core position with future prospect for promotion and involves a great deal of leadership and technical job on training.

### Responsibilities:

- Lead the overall training and capacity building mission of the organization in consultation with department heads and senior management team.
- Coordinate with different departments/units of SKS Foundation and help implement their training plan and activities as planned under different projects and partnerships.
- Collect annual training needs from different projects and teams; and plan and provide necessary supports/inputs to implement those training.
- Identify staff capacity gap across all programme and support units in consultation with department/unit head to develop an annual training plan for the organization.
- Conduct training need assessment and develop training curriculum, IEC/BCC materials for in-house training and organize ToT to rollout those training.
- Identify external training courses and negotiate with training providers to customize their training to fit in SKS requirements, and send participants to those training.
- Network and build up relationship with training professionals in Bangladesh and hire them as per need to conduct high quality training in SKS venue.
- Follow up training activities of both in-house and donor funded partnership projects and conduct impact evaluation as and when needed.
- Compile periodic progress on training implementation against annual plan and share with senior management in monthly coordination meeting.
- Prepare training report for internal and external sharing and coordinate with donors to receive technical guidance and make sure that training compliances are met.

Employment type: Full time

Age limit: Maximum 45 years

Education: Masters' degree in any discipline from any recognized University. Preferably in social science or development studies, Management, Human Resource Management. Applicants with good academic background will be preferred.

## **Experience**

At least 07 Years

Additional Experience:

- Must have proven practical experience in staff skill development and capacity building.
- Demonstrated ability to design and conduct effective training programs.  
Skilled in preparing and presenting organizational budgets.
- Experience in developing training schedules, modules, and related documentation in PKSf-funded NGO.
- Basic knowledge on computer and use of training equipment and common software in Microsoft is essential.
- Good communication skills and experience to work with partners and donors is desirable.

## **Job Location: Gaibandha**

Salary: BDT. 60,000-80,000/- (Six Month Probation Period) after probation all admissible benefit will be entitled.

Others benefits will be as per Organization policy.

## **Read before Apply**

Interested Candidates are requested to apply through Email to Deputy Director-HR SKS Foundation, College Road, Uttar Horin Singha, Gaibandha-5700. Applications should reach with detailed CV including contact cell-phone number and two referees. Only short listed candidates will be called for interview. The candidate who have applied before need not to apply.

Apply procedure

Send your CV to [hr@sks-bd.org](mailto:hr@sks-bd.org)

Last date of Application: September 20,2025