

JOB OPPORTUNITY

Bangladesh Labour Foundation (BLF) is a leading national organization working to promote and protect the rights of workers across both formal and informal sectors. Since its establishment, BLF has championed the cause of decent work, social justice, occupational health and safety, gender equality, freedom of association, and climate-resilient and just transitions in Bangladesh's labour landscape.

With robust collaboration with trade unions, civil society, development partners, and government institutions, BLF implements a wide range of programs and advocacy initiatives that empower workers, improve working conditions, and influence public policy to ensure human rights and environmental due diligence (HREDD) across global supply chains.

Name of Position: Training Officer

Training Officer is a technical position responsible for training course development and implementation. It is a front-line position having the direct interaction and communication with the project beneficiaries. This is a catalyst position to change the behavior of human through coaching, mentoring and training. This position is full time and based on head office of BLF but frequently field visit is mandatory. This position is reported to Head of Program of BLF.

Job Description/Responsibility

- Design different training course and prepare training implementation plan specially for the workers, mid-level management, employers, trade union of tannery sector
- Develop training module, Manual and design training material/BCC/IEC materials as per requirement
- Conduct Training Need Assessment (TNA) for the future capacity building plan development for the tannery sector
- Facilitate training sessions OSH, Chemical Safety, GBV and Labour Law for the different stakeholders of the leather sector
- Assist/Support to organize national level round table/workshop/seminar/dialogue
- Maintain track record of training regular basis
- Prepare pre and post training documents as per course needed
- Prepare training report both qualitative and quantitative
- Ensure documentations for the program event and training as means of verification
- Select appropriate participants for the different training courses for the tannery stakeholders

- Ensure follow up with the training participants after the training through on job support to implement training action plan at the factory level
- Strengthen and build the capacity of Safety Committee and other committees through training, coaching, mentoring etc.
- Prepare periodic report and send to BLF Program Department
- Maintain regular communication with Head of Program/Management for the feedback and way forward
- Any other duties assigned by the management

Required Qualifications & Competencies:

- Master's or equivalent in Social Sciences, Development Studies, Public Policy, Human Rights, Labour Studies, or any relevant field
- Minimum 2-3 years of training and program management experience within NGOs, trade union movements, or international development organizations.
- Proven experience in managing multi-year, multi-partner, donor-funded programs.
- Knowledge of Bangladesh's labour sector and international labour standards will be added value
- Excellent communication, negotiation, and advocacy skills in both English and Bangla.

Preferred Attributes:

- Competitive monthly salary (based on qualifications and experience)
- Festival bonuses, travel allowance, communication support, and leave benefits as per BLF HR policy
- Professional development opportunities including training, conferences, and networking
- A vibrant and inclusive work environment driven by impact, innovation, and social justice

Compensation & Benefits:

Salary will be commensurate with experience and qualifications, in line with BLF's salary structure. Other benefits include festival bonuses and professional development opportunities.

Application Process:

Interested candidates are invited to submit:

- A detailed Curriculum Vitae (CV) (maximum 4 pages)
- A cover letter (maximum 1 page) outlining suitability and motivation
- Names and contact details of two professional references

Send your application to: career@blfbd.com

Subject Line: Application for Training Officer – [Your Name]

Application Deadline: 04 December 2025

Please note that Bangladesh Labour Foundation (BLF) will never ask for any fees through mobile banking or send unsolicited emails requesting payment from candidates.

Only short-listed candidates shall be contacted. ***Any prior communication or persuasion may lead to the disqualification of the candidacy.***

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