



**United Nations World Food Programme  
Dhaka- Bangladesh**

**Vacancy Announcement**

NO. WFP/003/2009

**Date of issue: 5 February 2009**

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Post Title : Business Development and Training Officer  
No. of Post : 1 (one)  
Type of Appointment : Service Contract (SC)  
Post Grade : BL8 (NO-A)  
Duration : 24 months  
Duty Station : Sirajgong  
Closing Date : **15 February 2009**

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**Major duties and responsibilities:** Under the direct supervision of the Head, WFP Sirajgonj sub-office, the Business Development and Training Officer will be responsible for designing and overseeing the business development component of the project, and related training activities. The incumbent will specifically perform for the following major duties:

- Design, coordinate and oversee an analysis / assessment of the business environment in project areas to identify which business opportunities are most likely to be feasible / sustainable.
- Produce entrepreneurship development guidelines and training modules and coach partner NGOs in their delivery;
- Produce skills guidelines and training modules for selected Income-generating Activities and coach partner NGOs in their delivery.
- Provide technical assistance to NGO partners to develop profile of the feasible income generating activities for business counselling.
- Advise the Planning, Monitoring and Reporting Officer in designing the M&E system to track and monitor project outputs and outcomes, particularly those related to the business development and training components.
- Oversee the production and delivery of training modules for NGO staff in Community-based Disaster Risk Assessment.
- Oversee the delivery of a Training of Trainers course in Life Skills.
- Map out and oversee the process by which self-help knowledge management groups of ultra-poor women are established and maintained; train/guide WFP and NGO field staff in their establishment and running.
- Assist the Planning, Monitoring and Reporting Officer in designing the M&E system to track and monitor project outputs and outcomes, particularly those related to the business development and training components;
- Identify, coordinate and liaise with resource organizations, institutions and individuals to deliver training, BDS services and technical support for the WFP, NGO staff and project participants;
- Oversee both directly and indirectly through guiding WFP field officers, the delivery of training courses by NGOs and provide on-site technical guidance to NGO staff in how to enhance their training performance.
- Where appropriate, feed back monitoring and evaluation information into enhancements of the training guidelines / modules developed under the project.

- Participate in quarterly progress review, six-monthly performance and annual outcome surveys and ensure follow up on recommended actions / project enhancements in the areas of business development and training.
- Assist the project management to plan, implement monitor and report on the project.
- Perform other related duties as required.

**Education:** MBA or equivalent degree in the relevant field

**Experience:** At least seven years experience in the field of cash programme and entrepreneurship or business development programme for the poor. The staff should have considerable experience of training module development and delivery

**Language:** Fluency in both written and oral English and Bangla.

**Other Desirable Skills:** Computer skills, knowledge of MS Office software.

**Submission of application:** Only candidates meeting the above requirements are requested to submit their application quoting this vacancy announcement and Post Title along with one copy passport size photograph and Curriculum Vitae (with contact telephone number and name & addresses of three references) to: **Human Resources Officer, WFP, UN Offices, IDB Bhaban, Sher-e-Bangla Nagar, Agargaon, Dhaka, Bangladesh** or e-mail to: **Bangladesh\_Vacancy\_Announcement@wfp.org**. Only short-listed candidates will be contacted.

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