1. **Context**

Skills Development is high on the development agenda of Bangladesh and is reflected in its Seventh Five Year Plan covering 2016-20 (7FYP) as well as in the country submission to the UN on the post-2015 development agenda.

The ILO has supported the Government of Bangladesh in reforming its Technical and Vocational Education and Training (TVET) system for the past 7 years through partnership with the EC. This work has resulted in the development of a National Skills Development System including Policy, Legislative, Regulatory, and Institutional environment. The National Skills Development Council (NSDC), with the Prime Minister serving as the Chair of the Council, is responsible for national policy implementation, coordination amongst line ministries, and cooperation with the private sector. The overall objective of the ILO’s partnership in improving the education and training sector is to better link education and training to current and emerging specific demands in national employment and to development objectives.

Skills 21 is a four-year project intended as a catalyst towards realizing a quality, private-sector driven, inclusive training system for Bangladesh. It builds on successful past projects that built the policy and governance structures needed to manage a comprehensive system that is responsive to market needs and ensures access and inclusion for all.

The overall objective of the Project is to increase productivity and better employment opportunities through an inclusive, demand-driven, and interlinked skills development system responding to the needs of the labour market. The three result areas and Components of the Project are:

1. **Improved Quality of the TVET / skills development system**
2. **Improved Access to and Equity within the TVET / skills development system through TVET model institutions**
3. **An enabled environment through improved Governance and Management of the TVET / skills development system**

The Project will be led by a Chief Technical Advisor (CTA). The Programme Officer will report to the Chief Technical Advisor and work primarily on the Result Area No. 1 and will assist the CTA in the interaction with the government and other key partners. Technical monitoring and backstopping for this Project will be primarily the responsibility of the ILO Decent Work Team for South Asia, located in New Delhi, India. Technical advice and support will be provided by the Skills and Employability Branch, ILO, Geneva.
Technical inputs will also be provided by other departments and offices of the ILO in Geneva and Bangkok.

2. Description of duties

- Review and analyse the existing National Qualification Frameworks (NQFs) of Regional and European countries and assist government to use the European Qualifications Framework and frameworks of the relevant countries in the region as a reference for the NQF.
- Review the basic, secondary and higher education with the NTVQF as the foundation framework to develop the new NQF;
- Build partnership with the ILO constituents and project implementing partners as required to develop the NQF;
- Support the development of the National Qualification Framework (NQF) in alignment with the National Technical and Vocational Qualifications Framework (NTVQF) of Bangladesh;
- Provide support to the Technical and Madrasa Education Division (TMED) to create the NQF Programme Steering Committee involving relevant government institutions and private sector.
- Provide technical support to the TMED to form technical panels / committees for harmonization of basic, technical and higher education sectors, also involving industry sector representatives.
- Work with the government and private sectors to define qualifications related to the Green Jobs;
- Provide technical support to the Government in proposing legislation and/or amendments to the relevant laws to ensure the embedding of the NQF in the education and skills development system;
- Support develop and distribute the NQF Implementing Guidelines;
- Organise exchange programme and fellowship to establish comparability of competencies and mutual recognition of skills and qualifications with other countries;
- Develop an advocacy and capacity development programme for the implementation of NQF targeting key implementing partners, tripartite constituents, and other stakeholders;
- Provide programming support to the Chief Technical Adviser of the project in preparing budget, work plan, briefs, background information, periodical reports, subject matter related technical reports and statistical data on status of Project activities.
- Plan, organize and facilitate consultative meetings, workshops, conferences, seminars, training sessions and represent the Project on NQF;
- Monitor progress of the Project and activities by reviewing, verifying and analysing work-plans, progress reports, final reports and other data for clarity, consistency and completeness;
- Provide public relations liaison and relations support and promote Project-specific as well as general ILO activities. Draft, edit in, or translate into local language(s) news releases, official correspondence, statements and speeches and other public information material;
- Brief ILO specialists, project experts, associate experts and visiting officials and provide relevant information on Project-related matters;
- Supervise the work of support staff

3. Education

University Degree in in TVET, Education, Social Science, or other related fields.

4. Experience

- At least three years of progressively relevant experience at the national or international level in development projects, preferably in Bangladesh, providing management advisory services, hands-on experience in planning and design, implementation, monitoring and evaluation of development policies and programmes and establishing inter-relationships among international organizations and national governments specifically in the field of Technical and Vocational Education and Training, and
- Experience in the development and implementation National Qualification Framework, Competency-Based Training and Assessment.
2. **Languages**

   Excellent in English and Bangla.

3. **Competencies**

   The applicant should have the following ILO core competencies as they relate to the job:
   - Management of human and financial resources, including transparent communication and conflict resolution
   - Orientation to change – ability to live and work in a dynamic/unstable environment of a developing country; ability to appreciate and support a TVET system in transition
   - Collaboration – work effectively with a large team of the international and national professionals, various government agencies, funding and development partners, such as the EC, Global Affairs Canada, Swiss Agency for Development Cooperation, The World Bank, Asian Development Bank, etc., NGOs, and ILO technical units
   - Communication – write and edit reports and publications; lead workshops, conferences and working teams
   - Sensitivity to diversity – work effectively with multi-national, multi-ethnic project team members and have a gender sensitive behaviour and attitude
   - Client orientation – understand and respond to needs of various government agencies, representatives of employers and of trade unions, other international agencies, NGOs, and financial partners
   - Orientation to learning and knowledge – teach national staff, assess progress and recommend them or training and other professional development activities
   - Taking responsibility for performance – manage the staff, funds, time and other resources efficiently in order to achieve results

   In addition to the ILO core competencies, this position requires:
   - Knowledge of programme and budget, project administration and evaluation concepts and procedures
   - Knowledge of the office’s financial rules and regulations
   - Knowledge of office-wide activities and objectives
   - Ability to interpret project information and to identify and analyse problems with implementation
   - Good technical writing skills
   - Ability to communicate effectively both orally and in writing
   - Ability to clarify information
   - Good computer applications skills
   - Organizational skills
   - Ability to work on own initiative as well as a member of a team
   - Ability to deal with people with tact and diplomacy
   - Ability to supervise staff

   • Prior experience in the ILO/UN System will be an asset