



TAHZINGDONG

(Environmental and Socio-Economic Development Organization)

Bandarban.

Ref : TZD/B.Ban/2026/0220

Date : 05/07/2026

Job advertisement

TAHZINDONG is a non-profit and non-government voluntary development organization aims to ensure the environmental and Socio-economic development. The organization started its journey in 2001. TAHZINDONG strives to empower the most disadvantage, marginalized and vulnerable people in CHT through alternative development process of the people as well as ensure the sustainable development of community and society.

The organization plans to implement a project titled “Economic Acceleration and Resilience of NEET (EARN)” in Bandarban and Rangamati Hill districts. TAHZINDONG is inviting applications to fill the following positions for the aforesaid project. The appointment to these positions will be made subject to the final approval project.

Name of the position	No. of position	Educational qualification & Experience	Skill	Salary & Duty station
Cluster Coordinator	01	-Master's degree in Development Studies, Social Science, Business Administration, Management, or relevant discipline -Minimum 5 years of relevant experience in project coordination, field operations, youth development, skills training, livelihood, or employment-related programs. -Experience managing multi- district or multi- upazila operations is strongly preferred. -Experience in donor- funded or government- supported projects will be an added advantage. Working experience in the CHT context and having local language proficiency will be given priority.	-Strong leadership and team management skills -Strong organizational and coordination skills. -Strong field operations and team management skills. -Excellent coordination and stakeholder engagement ability. -Good understanding of youth development, skills training, employment linkage, and community mobilization. -Strong reporting, documentation, and MIS/data management skills. -Ability to work in the CHT context and travel frequently to Bandarban and Rangamati. -Fluency in Bangla and working knowledge of English.	<u>Salary</u> 54,167 BDT/monthly <u>Duty station:</u> Bandarban and frequent field visit to project areas. For more information, please visit our website www.tahzingdong.org
Admin & Accounts Officer	01	-Bachelor's/university degree, preferably in BBA (Major in finance/accounts/HR)/Development Studies or relevant field. -At least 05 years of relevant work experience in any reputable national/international NGO/relevant development agency in a similar position. -Have experience of preparing financial statement for the activities. -Knowledge of deposition and deduction	-Strong knowledge of procurement, administration, budgeting, logistics, and operational management. -Excellent organizational, documentation, and reporting skills. -Strong coordination and communication skills with ability to manage multiple tasks effectively. -Proficiency in MS Office applications, especially Excel,	<u>Salary</u> 43,333 BDT/monthly <u>Duty station:</u> Bandarban



TAHZINGDONG

(Environmental and Socio-Economic Development Organization)

Bandarban.

Ref : TZD/B.Ban/2026/0220

Date : 05/07/2026

		of VAT and Tax from respective bills/vouchers and conduct audit of the project and maintain books of accounts/financial registers. -Have experience of risk compliance in terms of bank reconciliation, statement review etc. and prepare document for fund release.	Word, and reporting tools. -Ability to work under pressure and maintain compliance with organizational and donor standards. -Fluency in Bangla and working knowledge of English.	
Upazila Manager	05	-Bachelor's degree in Sociology, Social Work, Anthropology, Development Studies, or any other relevant discipline. -Minimum 5 years working experience in the field of Youth development and minimum 3 years specific experience in skills training program/TVET sector. -Manage and lead program related functional relationship with government officials, DYD, and internally between consortium partners at upazila level. -Ensure that an effective monitoring system is in place for achieving program targets and sound financial management, ensuring that value for money can be effectively demonstrated to the donor. -Expertise to management and operation of the vocational training establishing at community level by engaging community people, local government and civil society. -Represent the programme and maintain good working relationships among the international and local NGO community, among community leadership structures and community-based organizations, and to visiting donor teams and other key contacts. -Working experience in the CHT context and having local language proficiency will be given priority	-Strong technical knowledge and practical expertise in the relevant trade. -Strong understanding of entrepreneurship development, small business management, and local market systems. -Good communication, facilitation, and stakeholder engagement skills. -Strong reporting, documentation, and MIS/data management skills. -Ability to work closely with youth, entrepreneurs, and community stakeholders. -Proficiency in MS Office applications and reporting tools.	<u>Salary</u> 27,083 BDT/monthly <u>Duty station:</u> All upazilas in Bandarban; and Langadu, Naniachar, Rajasthali and Rangamati Sadar Upazila in Rangamati



TAHZINGDONG

(Environmental and Socio-Economic Development Organization)

Bandarban.

Ref : TZD/B.Ban/2026/0220

Date : 05/07/2026

Upazila Job Placement Officer	03	-Bachelor's/university degree, preferably in BBA (Major in Business Management)/ Development Studies or relevant field. -Minimum Five (5) years of experience working in the field of Post-Training Wage Employment for the youths, engage with the employers, sector experts, and other private sector stakeholders in line with program goals. -Expertise to develop effective coordination among employers, employee (graduate students) and private sector organizations for effective implementation of the vocation skills training program, apprenticeship, Internship & employment support for the graduate students. -Expertise on provide mentorship to learners through their learning, job-searches, job-applications, and career development (CV writing, interview session etc.). -Expertise to facilitate the labor market information survey to be explore the industries dynamics and requires areas of skills out of traditional trade-based training at the different location focus on challenges, prospects and possibilities of specific trade and sustainable economic opportunities. -Working experience in the CHT context and having local language proficiency will be given priority.	- Strong communication, negotiation, and stakeholder coordination skills. -Good understanding of local labor markets, employment trends, and youth engagement. -Strong reporting, documentation, and MIS/data management skills. -Ability to work closely with youth, entrepreneurs, and community stakeholders. -Proficiency in MS Office applications and reporting tools.	<u>Salary</u> 22,750 BDT/monthly <u>Duty station:</u> All upazilas in Bandarban; and Langadu, Naniachar, Rajasthali and Rangamati Sadar Upazila in Rangamati
Upazila Enterprise Development Officer	03	-Bachelor's degree, preferably in BBA / Development Studies or relevant field. -Minimum Five (5) years of experience working in the field of Post-Training Entrepreneurship support, specific experience in skills training program/TVET sector. -Extensive experience to conduct enterprise need assessment of the project location and provide high quality support to develop/improve enterprise	-Strong technical knowledge and practical expertise in the relevant trade. -Strong understanding of entrepreneurship development, small business management, and local market systems. -Good communication, facilitation, and stakeholder engagement skills. -Strong reporting, documentation,	<u>Salary</u> 22,750 BDT/monthly



TAHZINGDONG

(Environmental and Socio-Economic Development Organization)

Bandarban.

Ref : TZD/B.Ban/2026/0220

Date : 05/07/2026

		performance, develop business plan and ensure business attachment training in the local areas, ensure follow-up support to retain in the business. -Expertise on mentorship program to support incubation period, may include relevant entrepreneurs, trade experts, market experts, relevant ex-GoB officials, relevant Industry representatives, NGO and CSO representatives. -Working experience in the CHT context and having local language proficiency will be given priority.	and MIS/data management skills. -Ability to work closely with youth, entrepreneurs, and community stakeholders. -Proficiency in MS Office applications and reporting tools.	Duty station: All upazilas in Bandarban; and Langadu, Naniachar, Rajasthali and Rangamati Sadar Upazila in Rangamati
Center in Charge	03	-Bachelor's degree in any discipline from a recognized institution -At least three (3) years' experience as an office in charge in the development sector such as education/ vocational training program. -Experience in managing educational or training programs, especially within rural or sub-district areas, can be advantageous. -Familiarity with the community, culture, and challenges specific to the sub-district or rural area is often highly beneficial. -Expertise on support to line manager for arranging meetings and overseeing the daily work at center and support instructors and learners for collecting/restoring materials in the training center -Working experience in the CHT context and having local language proficiency will be given priority	-Strong organizational and coordination skills. -Ability to manage multiple tasks and maintain operational discipline. -Strong reporting, documentation, and MIS/data management skills. -Ability to work closely with youth, entrepreneurs, and community stakeholders. -Proficiency in MS Office applications and reporting tools.	Salary 22,750 BDT/monthly Duty station: All upazilas in Bandarban; and Langadu, Naniachar Rajasthali and Rangamati Sadar Upazila in Rangamati
Trainer- SEB & Enterprise Development	09	-Bachelor's degree in any discipline with specific training on life skills and enterprise development. -Minimum 3 years practical working experience in the relevant works. -Trainers must be well aware about occupational health and safety during training.	-Strong technical knowledge and practical expertise in the relevant trade. -Good facilitation, communication, and demonstration skills. -Understanding of competency-based training methodologies and assessment systems.	Salary 21,667 BDT/monthly



TAHZINGDONG

(Environmental and Socio-Economic Development Organization)

Bandarban.

Ref : TZD/B.Ban/2026/0220

Date : 05/07/2026

		-Have experience on prepare lesson plan, teaching training materials according to curriculum. -Able to understand the training appropriate methodology like presentation, demonstration, practical, question-answer, lecture and discussion. -Working experience in the CHT context and having local language proficiency will be given priority.	-Excellent facilitation, communication, and interpersonal skills. -Ability to engage and motivate youth participants from diverse backgrounds. -Good at report writing and documentation with computer proficiency in MS Office. -Poses good analytical skill to apply strategic and innovative approach -Highly versatile personal with ability to work well under pressure and to deal with a variety of issues at the same time. -Excellent interpersonal and cross-cultural skill. -Fluency in Bangla and working knowledge of English.	Duty station: All upazilas in Bandarban; and Langadu, Naniachar, Rajasthali and Rangamati Sadar Upazila in Rangamati For more information, please visit our website www.tahzingdong.org
Trainer/Instructor- Trade Specific	14	Diploma in engineering in case of available trade/discipline. Otherwise, trainers must have graduation with 5 years practical working experience in the relevant field. -Minimum three (3) Year of experience working in the field of training/teaching for skills development. -Instructors/trainers must have 3 years practical working experience in the relevant works. -Instructors/trainers must be well aware about occupational health and safety during training. -Have experience on prepare lesson plan, job sheet according to curriculum. -Able to understand the training appropriate methodology like presentation, demonstration, practical, question-answer, lecture and discussion. -Working experience in the CHT context and having local language proficiency	-Strong technical knowledge and practical expertise in the relevant trade. -Good facilitation, communication, and demonstration skills. -Understanding of competency-based training methodologies and assessment systems. -Excellent facilitation, communication, and interpersonal skills. -Ability to engage and motivate youth participants from diverse backgrounds. -Good at report writing and documentation with computer proficiency in MS Office. -Poses good analytical skill to apply strategic and innovative approach -Highly versatile personal with ability to work well under pressure and to deal with a variety of issues	Salary 21,667 BDT/monthly Duty station: All upazilas in Bandarban; and Langadu, Naniachar, Rajasthali and Rangamati Sadar Upazila in Rangamati



TAHZINGDONG

(Environmental and Socio-Economic Development Organization)

Bandarban.

Ref : TZD/B.Ban/2026/0220

Date : 05/07/2026

		will be given priority.	at the same time. -Excellent interpersonal and cross-cultural skill. -Fluency in Bangla and working knowledge of English	
Community Mobilizer	09	-Bachelor's degree in any discipline -Minimum five (5) Years of experience working in the field of community engagement, social mobilization of development project in any NGOs/relevant agency. -Extensive professional knowledge on community dynamics, leadership structure, cultural sensitivity and inclusivity for promoting an enabling environment and responsiveness. -Good background and skills in facilitating training, awareness session, meeting, and or community-based events. -Ability to work under pressure and stay with community -Working experience in the CHT and having local language proficiency will be given priority.	-Community engagement and mobilization -Youth empowerment and inclusion -Facilitation and communication skills -Excellent interpersonal and cross-cultural skill. -Fluency in Bangla	Salary 14,083 BDT/monthly Duty station: All upazilas in Bandarban; and Langadu, Naniachar, Rajasthali and Rangamati Sadar Upazila in Rangamati

If you are interested and competent for the position are requested to apply through the following link – <https://tahzingdong.org/careers/> or <https://tinyurl.com/yc4v6vh4> Candidates must be applying through online. Offline application can't be accepted. Interested candidate must submit a cover letter to Executive director, TAHZINGDONG, Bandarban and CV, must mentioned three referees (Last organization HR person Mandatory). **Photograph must be enclosed with the resume.** Candidature will be disqualified if any candidate fails to submit relevant certificates/documents. Application Deadline- **18 July, 2026**. Details job description is available in the office notice board and website.

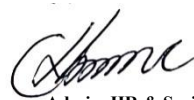
TAHZINGDONG is an equal opportunity employer and sensitized to child protection, Protection of Sexual Exploitation, Abuse and Harassment, gender equity and safeguarding. **Women are strongly encouraged to apply.**

Disclaimer

TAHZINGDONG reserves the right to reject any or all application(s) without assigning any reason. Any kinds of solicitation on behalf of the candidate will lead to rejection. Only shortlisted candidates will be contacted.

Join us on our Facebook page for more updates www.facebook.com/tahzingdong

For more information, please visit our website www.tahzingdong.org


Manager-Admin, HR & Social
TAHZINGDONG
Bandarban Hill District.