

Position: Contractual Trainer

About Organization

Institute of Social Business (ISB) is for profit organization. It has been established in 2015 for meeting research needs on social development and business at national and global aspect and providing training to develop entrepreneurship & professionalism. It also generates new ideas for alleviating social problems through creating new social business entities.

Duties and Responsibilities:

Contractual Trainer will be a member of ISB Trainer Pool. ISB will promote the Contractual Trainer profile and training content to potential client through different promotional tools like advertisement, group SMS/email, website, social media etc. The responsibilities of Contractual Trainer are mentioned in the below.

1. Selection of training topic.
2. Preparing short description of specific training topic and submit to ISB for reviewing.
3. After confirming the training topic by ISB, trainer has to develop all training materials including PPT, training manual & session plan, and submit to ISB within deadline of submission accordingly. If any feedback of ISB on the training materials that should be incorporated. ISB shall have right to use all training materials as per requirement.
4. Conducting training as per ISB approved schedule and guideline/instruction.
5. Ensuring the quality of training.
6. Trainer will have no right to provide training for others' party on the same topic.
7. The authority of ISB reserves all rights to take any decision at any moment regarding training program. Trainer will bound to obey the all decisions of ISB authority about training program.

Responsibilities of Contractual Trainer are not limited within those. Area of responsibilities of Contractual Trainer may be extended on the decision/s of ISB authority.

Qualification:

- Masters Degree in relevant discipline.
- Minimum 3 years job experience in social development and corporate sector at mid level management.
- Experience in facilitating training program and training curriculum development.

Job Status: Contractual

Guidelines for submission of application:

1. Please submit your CV & Cover letter to jobs@isbbd.com
2. Only shortlisted candidates will be called for test and/or interview, where applicable.

3. The authority reserves right to change, modify or cancel this announcement.
4. Exact timing of test and interview will be notified through email or telephone. No complain will be accepted for non-receipt of application or accessing email or phone number provided for such notification.
5. No TA/DA is applicable for test and interview.
6. Any persuasion will cause automatic disqualification of the candidate.
7. For any queries/ clarification please send email to jobs@isbbd.com or call +8801871508485