



Terms of Reference
of
‘Employment Support Officer’
For the Project Implementation Unit (PIU) under “Recovery and Advancement of Informal Sector Employment (RAISE)”

Basic Information:

Name of the Position: Employment Support Officer

Number of Position: 02

Age: Max. 45 Years

Experiences: Min. 07 Years Professional Experience

Monthly Consolidated Salary: **BDT 47,700/-** and other admissible benefits as per Organization policy

Assignment Duration: Project Period (June 2026)

Duty Station: (Dhaka, Chattogram and Cox’s Bazar); Extensive Field visit is required across the Project sites.

1. Background

PKSF has been implementing the ‘Recovery and Advancement of Informal Sector Employment (RAISE)’ Project since February 2022 jointly financed by the World Bank and PKSF. The objective of the project is to provide services that can enhance earning opportunities for low-income urban youth, including COVID-19 affected micro-entrepreneurs. The project will provide capacity enhancement support and financial assistance to 2,46,600 low-income youths, young micro-entrepreneurs (MEs) and MEs affected by COVID-19 pandemic & other Shocks. PKSF has been implementing the project through its 90 POs. The project will be completed in June 2026.

The RAISE project is being implemented across the country through selected Partner Organizations (POs) of PKSF. As one of the Partner Organizations, BASTOB - Initiative for People’s Self-Development has established a Project Implementation Unit (PIU) comprising four personnel. The PIU staff are responsible for implementing the RAISE project in the designated catchment areas of Dhaka, Gazipur, Norshindi, Narayanganj, Cox’s Bazar under Dhaka, Chattogram and Cox’s Bazar, within the branches where the RAISE project is being carried out.

BASTOB – Initiative for People’s Self-Development is a non-profit, non-political voluntary development organization founded in 1997, working with over 100,000 disadvantaged families across 10 districts of Bangladesh. The organization values people’s participation, partnerships, and institutional sustainability to achieve its vision of a peaceful, self-reliant society. BASTOB – Initiative for People’s Self-Development is seeking competent Project Implementation



Professional/Professionals for PIU under the RAISE project. The detailed Terms of Reference (ToR) of the positions are given below.

Employment Support Officer-02 Position

2. Job Purpose

The Recovery and Advancement of Informal Sector Employment (RAISE) Apprenticeship Program is a key component of a five-year initiative jointly implemented by the World Bank and PKSf to empower urban and peri-urban youth through skill development and employment opportunities.

- To equip disadvantaged youth with 6 months long technical skills and improve their access to decent and dignified work and entrepreneurship through a structured apprenticeship model.
- The job purpose of an Employment Support Officer (ESO) in the RAISE Apprenticeship Program context is to facilitate and ensure sustainable employment or self-employment of graduate apprentices by providing continuous support in job matching, career guidance, and enterprise linkage.
- To support and ensure the successful transition of graduate apprentices into gainful employment or self-employment by providing career counseling, facilitating job placement, building linkages with employers, and offering follow-up support.
- The officer will work closely with apprentices, Master Craftsperson (MCPs), local businesses, and Partner Organizations (POs) to match skills with market opportunities and promote sustainable livelihoods.

3. Key Responsibilities

1. Career Preparation & Counseling

- Provide individual and group counseling during and after training.
- Help apprentices set career goals and plan accordingly.
- Conduct sessions on CV writing, interview preparation, workplace behavior, etc.
- Coordinate Recognition of Prior Learning (RPL) certification where applicable.

2. Employment & Entrepreneurship Support

- Match graduates with job or self-employment opportunities.
- Guide apprentices on business startup and link them with financial and support services.
- Guide apprentices and YME in developing business plans, financial literacy, and basic business management skills.

3. Employer & Industry Engagement

- Build partnerships with local employers and industries.



- Organize recruitment events, job fairs, and on-site interviews.
- 4. **Placement Tracking & Monitoring**
 - Keep records of job placements and follow up on job status and satisfaction.
 - Maintain an updated database and track career progress.
- 5. **Stakeholder Coordination**
 - Work with MCPs, POs, local government, and others to create a supportive employment ecosystem.
- 6. **Reporting & Documentation**
 - Maintain records, prepare regular progress reports, and document success stories.

Additional Responsibilities

1. Support Community Outreach and Mobilization, especially for marginalized groups (e.g. girls, PWDs, ethnic minorities).
2. Oversee enrollment, motivation, and mentoring of apprentices.
3. Facilitate access to entrepreneurship training, financing, and wider job markets.
4. Promote gender equity, inclusion, and safeguarding in all activities.
5. Support research and data collection like tracer studies and labor market assessments.
6. Any other project-related responsibilities assigned by the management as required.

5. Selection Criteria

a) Education

1. BSc Engineering in CSE/ EEE/Civil/ Mechanical Engineering/IPE from any Govt. approved university. or/ Master's in Business Administration/Management/ Economics/ Development Studies/ Social Work/Sociology/ from any Govt. approved university.
2. The applicant must have at least one 1st Divisions/Classes or equivalent CGPA in the academic career.
3. Applicants having more than one third class/division or equivalent grade in their entire academic record will not be considered eligible.

b) Experience

- **At least 7 years of full-time experience in the field of development sector** (only full-time work experiences after Bachelor's or Master's degree will be counted).
- **Applicants must have 3 years of full-time experience** in Skills development/ TVET Management.
- Experience in employment support, training facilitation, career services, Project Management/ Entrepreneurship Development/ Pedagogy Training.
- Preference will be given to candidates who have prior experience working with key stakeholders in the skills development and apprenticeship sector, including BTEB, NSDA and relevant private sector actors.



- Experience in implementing or managing national or large-scale apprenticeship or work-based learning programs will be considered an added advantage.

c) Others

- Proficient in MS Office package.
- Excellent Communication skills both in English and Bangla.
- Self-motivated, adaptable, team player and passion for social development works.
- Ability and willingness to travel frequently.

6. Duty Station: (Dhaka, Chattogram and Cox's Bazar); extensive field visit across the Project sites.

7. Salary & Allowances:

- Monthly consolidated salary **BDT 47,700/- (Forty-Seven Thousand Seven Hundred);**
- Other admissible benefits (Festival Bonus, Bangla Noboborsho Allowance, Mobile Allowance etc.) as per Organization policy; and
- Salary and other admissible benefits (if any) are inclusive of all applicable taxes as imposed by the Government of Bangladesh. All relevant taxes will be deducted at the source as per Government rules.

‘Qualified women are strongly encouraged to apply’

BASTOB – Initiative for People's Self-Development the authority reserves the right to cancel one or any applications at any stage of the recruitment process.