



Job Circular

Position Title: Project Supervisor cum Trainer

Grade: 11

Number of Positions: 04

Employment Type: Full-time

Workplace: Field-based (Project Areas)

Position Summary

BURO Bangladesh, under its RMNCAH (Reproductive, Maternal, Neonatal, Child and Adolescent Health) initiative, is implementing the “Women Empowered through Community and Resilience-Enhancing Health Systems in South Asia (WE CARE)” project. The project is supported by Opportunity International Australia, Opportunity International Canada, and Global Affairs Canada (GAC), and is being implemented from **01 April 2025 to 31 March 2030** across Rangpur, Lalmonirhat, Kurigram, Bogura, Pabna, Rajshahi, Chapainawabganj, Tangail, and Mymensingh districts.

To strengthen the project team and ensure effective implementation, BURO Bangladesh is inviting applications from qualified and competent professionals for the position of **Project Supervisor cum Trainer**.

Key Responsibilities

1. Training & Capacity Building

- Assess training needs of staff and project beneficiaries.
- Design and develop training plans, modules, schedules, and budgets.
- Prepare training materials including manuals, handouts, IEC and BCC materials.
- Conduct and facilitate training sessions effectively.

2. Project Supervision

- Supervise field-level health program activities.
- Monitor training effectiveness and field implementation.
- Provide technical support and guidance to field staff.

3. Documentation & Reporting

- Maintain proper documentation of training activities
- Prepare training reports and progress updates.
- Ensure proper use of training tools and materials

4. Team Support & Development

- Support staff performance improvement and skill development.
- Coordinate with project teams to ensure smooth implementation.

5. Networking, Liaison & Coordination

- Coordinate with district and upazila health sectors and health officials.
- Maintain liaison with district and upazila government and other relevant officials.
- Coordinate with NGOs, private sector entities, and other organizations.

Educational Qualification

- Master’s degree in any discipline from a recognized institution.

Experience and Skills

- 3-5 years of experience as a trainer in health-related projects.
- Experience in supervising field-level health programs.
- Ability to develop IEC/BCC materials, training facilitation and module development will be an added advantage.
- High integrity, professionalism, and ability to work under pressure.
- Excellent communication skills in English and Bangla.
- Ability to work in a team and manage field-level challenges effectively.

Salary & Benefits

- Monthly Salary: **BDT 50,000/-**
- Other benefits will be provided as per the company's policies.

Age Limit

- Maximum 35 years (*Age and educational qualifications may be relaxed for highly qualified candidates*)

Application Procedures & Deadline

Interested candidates are requested to email a CV and cover letter to careers@burobd.org by **15th June 2026**. Please mention “Project Supervisor cum Trainer” in the email subject line.

BURO Bangladesh believes in equal opportunities in recruitment

BURO Bangladesh reserves the right to reject any application or make any decision regarding recruitment, including amending/adding any part of the recruitment conditions.