



Job Circular

BURO Bangladesh

BURO Bangladesh is inviting applications from qualified, skilled, hardworking, and energetic candidates for the following position under its construction program. Candidates must be willing to work at project sites across the country as per organizational requirements.

Position Title: Project Supervisor cum Trainer

Grade: 11

Number of Positions: 04 (Full-time)

Workplace: Field-based (Project Areas)

Key Responsibilities	Educational Qualification	Experience & Skills	Salary & Benefits
<ul style="list-style-type: none">- 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.-Supervise field-level health program activities.-Monitor training effectiveness and field implementation.-Provide technical support and guidance to field staff.-Maintain proper documentation of training activities-Prepare training reports and progress updates.-Ensure proper use of training tools and materials-Coordinate with project teams to ensure smooth implementation.-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.	<p>Master's degree in any discipline from a recognized institution.</p>	<ul style="list-style-type: none">-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	<ul style="list-style-type: none">-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)

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.