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Bangladesh Korea Technical Training Centre  
Mirpur Road, Darus Salam, Dhaka  
Website: [www.bkttcdhaka.gov.bd](http://www.bkttcdhaka.gov.bd)

## **Job Circular**

**Position:** Skills Trainer - Auto Mechanics (1);

**About the Position:** Bangladesh-Korea Technical Training Centre (BKTTTC), Dhaka, under the framework of the ILO Skills 21 and Talent Partnership Projects is seeking qualified and motivated Skills Trainers. Trainers will deliver theoretical and practical training in their respective trades, support trainee assessment, and ensure the quality and relevance of TVET programs in alignment with European Union (EU) labor market standards.

### **Key Responsibilities:**

The Skills Trainer will perform the following duties under the supervision of the Programme Manager:

1. Participate in trainee orientation to support informed career choices.
2. Assist Programme Coordinator and Job Placement Coordinator in developing training timetables.
3. Conduct theoretical and practical instruction in the specified occupation using appropriate teaching methodologies (presentations, demonstrations, group discussions, interactive exercises, team activities, coaching, e-learning).
4. Develop and prepare training materials such as session plans, job sheets, and supplementary materials.
5. Conduct continuous assessments of learners and ensure mastery of skills.
6. Monitor and report trainees' progress with visible progress charts in workshops.
7. Participate in curriculum and materials development or review as required.
8. Maintain proper documentation of trainee management and ensure proper use, storage, and maintenance of training materials, tools, and equipment.
9. Report the status of tools, equipment, and machinery requiring maintenance, repair, or replacement.

### **Required Qualifications:**

- ✓ Diploma or Bachelor's degree from a recognized Institute or university.
- ✓ Skills Certification from NSDA/BTEB in relevant occupation (Auto Mechanics L 2/3) and CBT&A Methodology, Level-4 (NSDA/BTEB).
- ✓ At least 5 years of relevant experience in TVET institutions, NGOs, community organizations, or industries.
- ✓ Industry experience will be considered an advantage.
- ✓ Basic communication and writing skills in English and Bangla.
- ✓ Awareness of equity, inclusion, and access issues related to trainees' socio-economic status, disability, ethnic background, family circumstances, and gender.

**Age Limit:** Applicants must be up to 45 years of age.

### **Salary & Employment Terms:**

- **Salary:** BDT 40,000 (per month) or negotiable.
- **Contract Duration:** Initially until May 2027 (end of the project). The contract may be extended subject to availability of funds and project requirements.

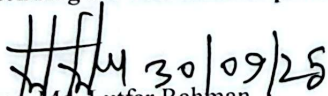
**Application Procedure:** Interested candidates are requested to submit the following documents in a sealed envelope to the designated office:

1. Proper application addressed to the Principal, BKTTTC Dhaka.;
2. Updated Curriculum Vitae (CV);
3. Copies of academic certificates;
4. Copies of experience certificates;
5. Copy of valid National ID (NID).

**Submission Address:** Office Room No. 102, PA to Principal, BKTTTC, Darus Salam, Mirpur Road, Dhaka.  
Mobile Number: +88 01712058619.

**Deadline:** 16<sup>th</sup> October 2025 (by 4:00 PM)

**Note:** Only shortlisted candidates will be contacted for further recruitment procedures. No TA/DA will be provided for attending the recruitment process.

  
Engr. Md. Lutfar Rahman  
Principal  
BKTTTC Dhaka