



WE ARE
HIRING!

About Padakhep

Padakhep, a leading development organization in Bangladesh since 1986. with the legacy of 40 years of driving change, has a network over 855+ offices and a family of more than 11,000+ employees, it has contributed to the transformation of the digital economy and served over 10 million+ beneficiaries through a holistic development approach: CAPACITY enhancement, financial CHOICES and market CONNECT. Padakhep Manabik Unnayan Kendra is a non-governmental development organization licensed by the Microcredit Regulatory Authority (MRA) (License No. 00181-00468-00095). For more details, visit www.padakhep.org

Assistant Director/Senior Assistant Director

Department : Human Resource & Admin Division
Job Location : Head Office, Dhaka
No. of Vacancies : 01
Age : Maximum 45 Year's
Employment Type : Permanent
Salary : Negotiable (Based on qualifications and experience)
Other Benefits : Provident fund, Gratuity, Employee welfare benefits, Insurance benefits (SVS & IP, PSWF), Festival bonuses, Baisakhi allowance, KPI based annual increment, Performance bonus, City allowance and other benefits according to organization policies.



What You'll Do

- Conduct Training Needs Assessments (TNA) and identify learning priorities aligned with organizational objectives.
- Develop and manage the annual training calendar and budget.
- Design, coordinate, and implement induction, technical, behavioral, leadership and management development programs.
- Develop and update training materials, learning resources, and program content.
- Collaborate with internal and external facilitators to ensure effective training delivery.
- Monitor training effectiveness through assessments, feedback, and performance indicators.
- Analyze learning data and prepare reports on training outcomes and impact.
- Develop and oversee the Management Trainee Officer (MTO) development roadmap.
- Facilitate coaching, mentoring, and on-the-job learning initiatives for MTOs.
- Track MTO performance and support succession planning by identifying high-potential talent.

What We're Looking For

Educational Requirements

- Master's Degree in Human Resource Management, Psychology, Social Sciences, or a Relevant Discipline.

Professional Experience

- Minimum 5-7 years of relevant experience in Human Resource Management with a strong focus on Learning & Development (L&D).
- Demonstrated experience in designing, developing, and delivering training programs.
- Experience in conducting Training Needs Assessments (TNA) and evaluating training effectiveness.
- Experience working with Learning Management Systems (LMS) and other training technologies will be an advantage.

Required Competencies

- Proficiency in Advanced MS Office and relevant software applications.
- Strong interpersonal, analytical, organizational and problem-solving abilities.
- Effective time management and stakeholder management skills.

Application Procedure

Send your resume to career@padakhep.org with the subject line "Resume for Assistant Director/Senior Assistant Director - Human Resource & Admin". Or Apply through career portal: career.padakhep.org

The last date for submission of application: 24 September, 2026

Scan For Apply

