**Position:** Associate, Fellowship Recruitment and Selection  
**Location:** Based in Dhaka, with some travel inside and outside Bangladesh

**Employment Type:** Full-time, paid (minimum 2 years’ contract)  
**Application Deadline:** Rolling

### About Teach For Bangladesh

Teach For Bangladesh (TFB) believes that every child in Bangladesh, regardless of socioeconomic circumstance, deserves the opportunity for an excellent education. Our mission is to launch a movement of capable, committed, and compassionate leaders who share our vision of an equitable Bangladesh and are working tirelessly inside and outside the nation’s classrooms to expand educational opportunity for all children.

Our flagship Fellowship program enlists highly talented graduates to spend two years teaching full-time in low-income schools. During that time, we train and support Fellows as they expand the academic achievement, access, and aspirations of their students. The program prepares Fellows to become lifelong leaders who will spearhead systemic change across an array of sectors in Bangladesh.

In 2019, the program will consist of 130-150 Fellows, teaching in around 45 under-resourced schools in Dhaka city and 15 in Chattogram city, directly impacting over 7000 disadvantaged students. By the end of 2018, we will have 80 alumni who would have completed the Fellowship and are continuing to drive impact from beyond the classroom. Learn more about us at [www.teachforbangladesh.org](http://www.teachforbangladesh.org).

Teach For Bangladesh is an independent Bangladeshi organization that is also a member of the Teach For All Network. The Teach For All Network consists of 48 independent organizations around the world who share a commitment to educational equity in their countries and a belief in the power of collective leadership to achieve equity. Learn more about the network and the global organization by the same name at [www.teachforall.org](http://www.teachforall.org).

### Team: Fellowship Recruitment and Selection

At Teach For Bangladesh (TFB), we believe that every child, regardless of socio-economic background, deserves the opportunity for an excellent education. Through our two-year Fellowship and the growing number of alumni who complete our program, we are building a fast-growing movement of leaders with the knowledge, mindsets, and skills to drive our educational system towards greater equity for all children. In 2019, TFB will recruit 110 Fellows to teach across two regions, Dhaka and Chattogram from January 1 2020. The Recruitment and Selection team is responsible for meeting this ambitious goal by attracting highly qualified and motivated individuals to apply for the TFB Fellowship, screening applicants to admit those who meet our selection bar, and ensuring that admitted Fellows join the program.

### Position: Associate, Local Recruitment

Reporting to the Local Recruitment Manager of Fellowship Recruitment and Selection, the Local Recruitment Manager will be an integral leader within this team. S/he will be responsible for planning and executing comprehensive hiring strategies in their first year on the job to attract top talent - Bangladeshi graduates and young professionals, to meet the overall team goal of recruiting 110 highly qualified Fellows for the 2020 cohort. Furthermore, s/he will actively train, manage, and support Associates with identifying and influencing top prospects for the Fellowship, as well as helping them manage their own teams of campus-based volunteers. This exciting leadership role is an excellent way to get exposure to
brand-building, communication, and sales, as well as team management and event management in a bundle.

**Major Responsibilities**

**Recruitment and Selection**
- Develop and execute tailored recruitment strategies in consultation with the Manager and Director of the team for a portfolio of prestigious universities in Bangladesh in order to attract highly qualified graduates and young professionals to apply for and join the TFB Fellowship.
- Execute high-quality engagement activities including campus events and social media interactions in order to strengthen brand awareness among target groups.
- Identify and influence bright and dynamic Bangladeshi graduates and young professionals to apply for and join the TFB Fellowship by communicating effectively with diverse audiences to deliver a compelling vision tailored to their motivations and interests.
- Build and maintain relationships with student leaders, administrators, faculty members, career service representatives, advisors, and other key stakeholders to help TFB recruit top Bangladeshi graduates and young professionals for the Fellowship program.
- Collect, analyze and consistently use recruitment data to inform strategic and tactical decisions, as well as conduct research on target university campuses and other sources of potential candidates in order to create data-driven recruitment campaigns.
- Execute selection activities, including screening applications, conducting phone interviews, and organising assessment centres.
- Write high-impact communications to ensure high levels of customer satisfaction.
- Cultivate a team culture centred on excellence, results, and TFB’s core values and collaborate with the Director and other Managers in the team on a regular basis to ensure team cohesion and effectiveness.

**Team management**
- Manage a team of campus-based volunteers on assigned campus to organize activities and events to achieve recruitment goals.
- Cultivate a team culture centred on excellence, results, and TFB’s core values and collaborate with the members of the team on a regular basis to ensure team cohesion and effectiveness.

**Key Skills & Competencies**
- A strong conviction that every child in Bangladesh, regardless of socioeconomic background, can learn and achieve high results.
- Deep understanding of and alignment to our vision, mission, culture, and core values.
- Ability to operate effectively and achieve results independently and as part of a team in a high-intensity environment.
- Flexibility to work occasional evenings and weekends, and ability to travel within Bangladesh.
- Exceptional interpersonal, communication (written and spoken English and Bengali) and public-speaking skills, and ability to interact effectively with multiple audiences, internal and external stakeholders while presenting complex ideas clearly and in an engaging manner.
- Strong persuasion and influencing skills, with an ability to build and sustain strong relationships with people from diverse racial, cultural and ideological backgrounds.
- Strong reasoning, strategic and critical thinking skills, with a growth mindset to achieve ambitious results, and an ability to give, receive and incorporate feedback.
- Strong organizational and time management skills, and experience in event management and creating efficient systems to juggle multiple projects simultaneously.
- Advanced data management and analysis skills to support the data-driven nature of recruitment, selection and matriculation campaigns.
Educational Qualifications, Language Requirements, and Experience

- Undergraduate degree in relevant discipline from a reputable local or foreign university
- Fluency in written and spoken English and Bengali
- 1 - 4 years of relevant full time work experience is preferred
- Experience in marketing, sales and/or recruiting, especially targeting top-talent pool
- Prior experience working with marginalized or underprivileged communities is preferred

Compensation and Benefits

Salary is competitive in the Bangladeshi context. Our benefits include festival bonus (2 per year), medical insurance, 24 days of annual leave (accrued over a year), 8 days of sick leave, and opportunities for training and travel (see below). There is plenty of opportunity for professional development and mobility within the organization, as well as access to professional development through the global network Teach For All.

As an organization, we seek to make Teach For Bangladesh the best experience of your working life, one where you thrive in your unique journey towards creating lasting change in Bangladesh. Together, we seek to build a high performing team that is dedicated to our vision for educational equity for all children.

Additional benefits include:

- An organizational culture that strives to be horizontal: we passionately exchange and explore ideas with the goal of arriving at the best ideas for our mission
- Opportunity for continuous professional development: a national team retreat every year, the potential for local and international travel, and constant practice of leadership with consciousness for which we bring specialists to contribute to your training.
- Our work is demanding but provides an incredible opportunity to learn, grow continuously, and add value to the team and everyone around you.

How to Apply

Please email your resume and a one-page cover letter to careers@teachforbangladesh.org by 2 PM on November 10, 2018. Please indicate the position applied for in the subject line of your email. Your cover letter should be no longer than one page and answer the following questions:

- Why are you interested in Teach For Bangladesh?
- What compelled you to consider this specific position?
- What strengths/experience would you bring to this position?

Please note that only short-listed candidates will be contacted.