

# BANGLADESH RURAL ELECTRIFICATION BOARD

## PBS INSTRUCTION 700-01

### TRAINING OFFICER POSITION DESCRIPTION

(Md. Mozibur Rahman)  
Consultant TAPP, BREB

(Md. Duhidul Islam)  
Consultant TAPP, BREB

(Md. Mozammei Huq)  
Consultant TAPP, BREB

(Md. Abdul Khaleque)  
Consultant TAPP, BREB

(Md. Ahsanul Haque)  
Consultant TAPP, BREB

(Debasish Chakraborty)  
PD, TAPP, BREB

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(Kamrul Ahsan Mollik)  
Asst. Secy. (Board), BREB.

**BANGLADESH RURAL ELECTRIFICATION BOARD**  
**PBS INSTRUCTION 700-01**

Approval Date: 07/03/1979

Revision Date : 19/02/2020

**Subject: TRAINING OFFICER POSITION DESCRIPTION**

**I. The Director, Training**

**A. Organizational Relationship:** Reports to Member (Administration) as per BREB Instruction No. 800-02.

**B. Summary of Responsibilities:**

1. To carry out overall responsibility for all functions as defined in the BREB Instruction 700-14.
2. To conduct and organize test after receiving training of BREB/PBS/Stakeholder's personnel according to curriculum plan and as per BREB Instruction No. 700-12.
3. To see that all responsibilities, authorities and relationships are clearly understood and accepted by each Deputy Director of Training and other sub-ordinates.
4. To be guided in his/her responsibilities by the authority delegated by the Member (Administration) and by the Instructions which are adopted by the Bangladesh Rural Electrification Board.
5. To plan, prepare and co-ordinate overseas/foreign training, tour & PSI (Pre-Shipment Inspection), FAT (Factory Acceptance Test) for selected BREB and PBS Staff members as per BREB Instruction No. 700-15.
6. To organize and conduct training of trainers (ToT) program for a selected core of BREB and PBS Staff Members to supplement the staff of the Training Directorate

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in institutional activities in their respective specialized areas of expertise.

7. To conduct regular staff meetings for his/her staff.
8. To perform such other functions as may be required or directed by the authority.

## II. Deputy Director, Management Training

### A. Organizational Relationship: Reports to Director, Training.


### B. Summary of Responsibilities:

1. To arrange all types of management training including foundation training for developing a multi-skilled smart and efficient working force of RE (Rural Electric) system.
2. Under the guidance of the Director, Training to carry out the necessary actions for maintaining and developing & updating curriculum plan of the Management, PBS Board and other Institutional sections of the Curriculum Plan, developing corresponding Training courses and administering those same Training courses as indicated in the BREB Instruction 700-14.
3. To conduct and organize test after receiving training of BREB/PBS/Stakeholder's personnel according to curriculum plan and as per BREB Instruction No. 700-12
4. To prepare and submit activity and progress reports to his superior as required.
5. To provide his/her training subordinate officers and staff with the information and supplementary services to effectively execute their training responsibilities.
6. To attend staff/coordination meetings.
7. To perform such other duties as are required or directed by competent authority.

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### III. Deputy Director, Finance Training

A. **Organizational Relationship:** Reports to Director, Training.

B. **Summary of Responsibilities:**

1. To prepare yearly training plan for BREB/PBS's workforce and supervise as required.
2. To arrange all type of Finance training for developing multi-skilled smart and efficient workforce of RE system.
3. To prepare and submit activity reports to the superior as required.
4. To develop/upgrade course curriculum required for job confirmation/promotion of PBS's Finance Cadre workforce as per Instruction of 700-14.
5. To develop/ upgrade course curriculum required for promotion of BREB's Finance Cadre workforce and for skill development in the context of time and necessity.
6. To monitor some assigned PBS's need based training achievement context to the Annual Performance Achievement Target.
7. To provide his/her subordinate (officers and staff) with the information and supplementary services to effectively carry out their responsibilities.
8. To attend the staff/coordination meeting held.
9. To perform such other duties as required or directed by competent authority.

### IV. Deputy Director, Technical Training (Head Quarter)

A. **Organizational Relationship:** Reports to Director, Training

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(Md. Junaidul Islam)  
Consultant TAPP BREB

(Md. Mozammel Haq)  
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**B. Summary of Responsibilities:**

1. Under the guidance of the Director, Training to carry out the necessary actions for maintaining the engineering, construction, operation and maintenance and other technical sections of the Curriculum Plan, developing & updating Technical Training courses and administering Technical Training courses as indicated in BREB Instruction 700-14.
2. To prepare and submit activity and progress reports to his/her superior as required.
3. To provide his/her subordinates (officers and staff) with the information and supplementary services to effectively execute their training responsibilities.
4. To attend staff/coordination meeting.
5. To perform such other duties as are required or directed by competent authority.

**V. Deputy Director (Technical Training Center)**

**A. Organizational Relationship: Reports to Director, Training**

**B. Summary of Responsibilities:**

1. To prepare yearly training plan for BREB/PBS's workforce and supervise as required.
2. To arrange all type of Technical training for developing a smart, efficient and skilled workforce.
3. To prepare and submit activity reports to the superior as required.
4. To develop/upgrade course curriculum required for job confirmation/promotion of PBS's Engineering/Technical Cadre workforce as per the instruction.

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(Md. Mostafizur Rahman)  
Consultant TAPP BREB

(Md. Junaidul Islam)  
Consultant TAPP BREB

(Md. Imrozul Karim)  
Consultant TAPP BREB

(Md. Abul Khaleque)  
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5. To develop/upgrade course curriculum required for promotion of BREB's Engineering/Technical Cadre workforce.
6. To develop/upgrade course curriculum required for skill development in the context of time and necessity.
7. To monitor some assigned PBS's need based training achievement context to the Annual Performance Achievement Target.
8. To provide his/her training subordinate officers and staff with the information and supplementary services to effectively carry out their responsibilities.
9. To attend the staff meeting held at Training Directorate.
10. To arrange the staff meeting held at Technical Training Center.
11. To manage and supervise of two trainee residential hostel.
12. To perform such other duties as required or directed.

#### VI. Deputy Director, Planning and Records

##### A. Organizational Relationship: Reports to Director, Training

##### B. Summary of Responsibilities:

1. Under the guidance of the Director, Training to carry out the necessary actions for developing plans and maintaining records for all BREB training related activities as indicated in BREB Instruction 700-14.
2. To develop all types of curriculum including departmental examination and promotion examination as per the instruction of 700-14 and as per the requirement of human resource department and personnel department of BREB.
3. To develop training calendar in which yearly training plan will be incorporated

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for both BREB and PBS's officials.

4. To lead in the preparation of annual and other progress reports concerning BREB training.
5. To prepare and submit activity and progress reports to his/her superior as required.
6. To provide his/her training subordinate officers and staff with the information and supplementary services to effectively execute their training responsibilities.
7. To attend all training staff meeting.
8. To perform such other duties as are required or directed.

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