

ChildFund Korea South Sudan Job Vacancy Announcement

Title: Training Manger
Div/Dept: Bor area office/ Training Team
Location: Bor, Jonglei
Reporting Relationship: Program Coordinator or Country Director
Duration: **6(six) months with possibility of renewal**

SUMMARY

Responsible for keeping up-to-date vocational training curriculum in order for ChildFund Korea to be able to offer its learners and trainees sound and practical training skills

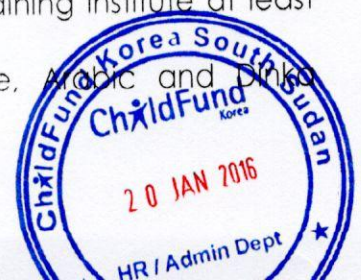
Responsible for supervising instructors assigned to specific training course to ensure that instructors teach trainees with appropriate teaching method and skills as well as with an appropriate manner towards learners and trainees

DUTIES/RESPONSIBILITIES

- To act actively in the overall implementation of vocational training program
- To review and revise South Sudan government's national vocational training curriculum catering to the aim, objective and capacity of CFKSS' vocational training centre
- To Ensure that each and every vocational training program proceeds as required in the curriculum
- To monitor instructors on a daily basis over quality of teaching, compliance with curriculum, attitude toward trainees, liability of being an instructor and so on
- To prepare annual performance appraisal report
- To maintain comprehensive trainee management such as attendance record, training achievement,
- To oversee the professional development of the instructors
- To oversees trainee assessment ,examination and certification
- To review and comment on weekly report from the head of the sections
- To oversee the welfare of the instructors and trainees
- To arrange short courses for specific vocational training
- To liaise with other organizations and institutions in order to exchange up-to-date information

EDUCATION & QUALIFICATIONS/EXPERIENCE

- Must have experience in vocational and technical training institute at least 3years.
- Must have a good command of English language, Arabic and Dinka



- language is preferable.
- Must have reasonable level of computer literacy for instance, Microsoft Word office and Excel.

Documents required for Application

All interested applicants are required to submit following documents/information.

- Cover letter
- Resume (CV)
- Education Certificate
 - Academic Certificate
 - Academic Transcript
- Work Experience
 - Work Experience Certificate
- Reference
- Photocopy of ID
 - National ID or Passport

Submission

Applicants are requested to submit by **5:00 PM Thursday 04.02.2016**. The submission will be made via E-mail (cfk.annaroba@gmail.com) or; hard copy directly to **Juba office** at **Hai commercial juba**

Note; only shortlisted candidates will be contacted for interview:

HR/Admin Department
Child Fund Korea South Sudan, Juba Office

