

2<sup>nd</sup> February 2016



Save the Children



### External/Internal Job Advertisement

VA No. SCI-01022016

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit:-

**Job Title:** Entrepreneurship/Business Management Trainer  
**Location:** Rumbek.  
**Reports to:** Assistant Project Manager YEP  
**Contract Period:** 12 Months

#### JOB PURPOSE:

Responsible for developing and reviewing entrepreneurship curriculum for TVET young entrepreneurs, coordinating and delivering entrepreneurship and life skills lessons to all YEP trainees, designing training scheme/ lesson plan, administering and assessing training plan, scheduling and registering students in entrepreneurship classes/lesson, recording attendances, marking rollcall registers, prepare students report forms and duty roster, guiding students in the centre on development of business plans, conducting post training follow up of TVET graduates to establish their employment destinations, train and support women and TVET graduates working group, support TVET graduates in establishing viable business groups as well as inculcate in them a culture of saving, marking theory and practical exercise, equipping students with life skills such as running of Peer-clubs and games, submitting timely monthly report working as a team member with fellow TVET staff and SCiSS staff for synergies and value addition to programming.

#### KEY AREAS OF RESPONSIBILITY:

- Responsible for assessing YEP trainees training needs and delivering trainings to a group of students under YEP programme
- Developing /reviewing and customizing YEP trainees Entrepreneurship training manual/ guide
- Deliver entrepreneurship/business and life skills lessons to trainees, graduates/ business groups and YEP project Trainers both at TVET center and other YEP project site locations
- Support in the establishment of production units and incubators at the centre and field-based sites.
- Maintain an updated record of training reports, continuous assessment test, list of trainees attendance etc.
- Work with YEP Assistant Project Manager or any other delegated trainer to organize, prepare and deliver lessons to specific learning resource areas.
- Organize, coordinate and facilitate mentorship programme/sessions to TVET trainees, graduates, CSOs (Civil Society Organizations) business groups and any other community structure supported by YEP project.
- Support in coordinating and facilitating internship programme for trainees under YEP project with the support of the TVET Supervisor and Assistant Project Manager YEP
- Participate in the recruitment of TVET trainees and ensuring that the recruitment is gender balanced.
- Direct the delivery of training, to ensure timely completion of individual and or group business plans
- Support TVET center in training of students in Numeracy, literacy and entrepreneurship lessons
- Assist in the supervision of resource, (s) including records keeping, booking of equipment, completing documentation and monitoring proper use of resources.
- Work with the Headmaster or delegated teacher on the preparation organization and development of specified learning resource areas.
- Assist trainees in the training, internship and/or under incubation to ensure that students benefit from the programme.
- Participate in the course review and evaluation process.
- Participate in the programme review, monitoring and evaluation process.
- Monitor and maintain health and safety standards in the training and recreation areas.
- Undertake any other technical duties as may be reasonably required by the Head of Centre.
- Undertake any other responsibilities commensurate with the grade of the post, which the Headmaster or their senior management representative may from time to time require.