

JOB ADVERT-CATERING TRAINER

Position : Catering Trainer
Department : Food security and Livelihood
Location : maban
Date of Advert : 28/03/2018
Date of Closure : 19 /04/2018
Reporting to : Senior Business Development Officer.



JOB PURPOSE

- The catering Trainer – will prepare training documentation such as training manuals, hand notes for participants, questionnaires and other support materials and Facilitate trainings to trainees in catering or restaurant/micro hotel management

CHAIN OF COMMAND

Under the authority of:

- Senior Business Development Officer.

Line Management:

- Livelihood assistant
- Business mentors

WORKING RELATIONS

Internal:

- Livelihood department
- Other departments (camp management, GBV and AME etc)

External:

- Partners working in Maban
- Local Authorities (RRC and CRA)
- Community leaders

OBJECTIVES

- To support in imparting skills and knowledge to catering trainees through delivery of quality trainings, mentorship and assessment of business and placement opportunities for trainees
- To support the Senior Business Development Officer and livelihood department in coming up with relevant equipment/items needed for catering activities.

Duties /responsibilities

- Support the Senior Business Development officer in identifying suitable beneficiaries for catering course
- Preparing list of special equipment/items for teaching and share with the Senior Business Development officer.

- Work with the Trainees in creating a course outline for the trainings and submit weekly updates of trainees attendance to Business Development officer
- Provide both theoretical and practical lessons to targeted beneficiaries in food preparation and hotel/ restaurant management
- Supervising catering trainees to ensure effective performance in practical activities.
- Submitting regular assessments and reports on the conduct, progress and achievements of students and making recommendations as appropriate.
- Monitor all activities done by trainees and report any issue to the Business Development officer
- Assist in carrying assessments and surveys related to restaurant and hotel activities in the area.
- Responsible for preparation of training venue and arrangement of all the necessary materials needed for training.
- Ensure all trainees attend training on daily basis and keep record of daily attendance of trainees.

Person Specification

- A college Diploma/ certificate in catering
- At least 2 years of experience in implementing tailoring programs in Vocational Training programs.
- Experience with capacity building and training of vulnerable households in catering or restaurant management.
- Basic awareness of logistics / financial procedures.
- Ability to work independently and as part of a team, with strong interpersonal and communication skills is required.
- Strong problem solving, analytical, reporting and communication skills
- A demonstrated ability to multi-task, prioritize and process information into action.
- Ability to work with Microsoft Word.
- Fluency in English (Oral and Written). Knowledge of Arabic language is a must.

KEY PERFORMANCE INDICATORS

- Number of students enrolled for catering training
- Number of trainings conducted in the course of the entire training
- Number of catering products made and sold by the trainees.
- Number of trainings/classes conducted per week
- Number of tests given to students to assess their knowledge and skills levels
- Number of progress reports submitted to the Senior Business Development officer
- Number of assessment conducted to ascertain catering trends and customer preferences
- Number of students that graduates in the catering course visa-ve number of enrolment

- Number of graduates who have established business premises and are using skills acquired to improve their livelihoods.

Applications

- Applications should be submitted in English, and should include:
- detailed CV
- cover letter
- photocopy of all university degrees
- photocopy of national ID card,
- Photocopies of work certificates related to past jobs.
- All applications should be submitted to the ACTED Country Office in Juba (Hai Cinema, and Maban (Doro Compound) in hard copy by April 19, 2018. Or by mail to stephen.mawadri@acted.org ; cinya.robert@acted.org; gendrassa.administration@acted.org; bob.liliyasuk@acted.org
- Shortlisted candidates will be contacted by ACTED Human Resources Department within two weeks of the application deadline.
- Application materials are not returnable, therefore applicants are strongly recommended not to submit original documents.
- Note : This position is open to South Sudan Nationals & Women are encouraged to apply

