ACTED

MINISTRY OF LABOUR, PUBLIC SERVICE & HUMAN RESOURCE DEVELOPMENT

JOB ANNOUNCEMENT

Handcraft Trainer

Department: Food Security and Livelihood (FSL)
Position: Handcraft Trainer
Location: Maban
Date of Advert: 06/May/2016
Date of Closure: 26th/May/2016

JOB PURPOSE:

- The Handcraft Trainer – is to prepare training documentation such as training manuals, hand notes for participants, questionnaires and other support materials and faciltate trainings to students in handcrafting
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CHAIN OF COMMAND

Under the authority of:

- VTC Team Leader

Line Management:

- Area coordinator
- Livelihood Program Manager
- Assistant Hand craft Trainer

WORKING RELATIONS

Internal:

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

External:

- Partners working in Maban
- Local Authorities such as RRC and CRA
- Community leaders

Organization Description:

ACTED is an international NGO founded in 1993 and headquartered in Paris. ACTED implement humanitarian programs through its offices in more than 32 countries worldwide, in Africa, Asia, Europe, Latin America and the Middle East. In South Sudan, ACTED maintains ten (10) offices including the country office based in Juba. ACTED is currently implementing an emergency response program in Bor County, Jonglei State.

OBJECTIVES:

- To support trainees in designing and creating functional objects by hand using a variety of locally available materials.
- Research craft trends, venues, and customer buying patterns in order to inspire designs and marketing strategies.
- Build the capacity of trainees in business management especially in marketing of their handcraft products
- Support the VTC Team Leader and livelihood department in coming up with necessary equipment or items needed for handcraft training.

Duties /responsibilities :

- Develop concepts or creative ideas for craft objects.
- Facilitate training in desinging and making valuable objects that sparks demand.
- Coordinate the preparation of training sessions, find appropriate training areas and ensure all necessary equipment/materials for handcraft are available for trainees
- Submit regular assessments and reports on the conduct, progress and achievements of students and making recommendations as appropriate.
- Preparing list of special equipment for teaching and share with the VTC team leader
- Support the VTC team in identifying suitable beneficiaries for handcraft course who may have also skills in handcraft
- Work with the hand craft trainees in creating a course outline for the trainings and submit weekly updates of trainees attendance to VTC Team Leader
- Provide both theoretical and practical lessons to targeted beneficiaries in various handcrafts
- Monitor all activities done by trainees and report any issue to the Team Leader
- Assist in carrying assessments and surveys related to handcraft and carry out marketing for handcrafts
- Based in Gendrassa with frequent movement to Kaya or as requested by VTC Team Leader or the livelihood program manager.
- Supervise the activities of the Handcraft assistant trainer on daily basis
- Responsible for preparation of training venue and arrangement of all the necessary materials needed for training.
- Ensure all trainees attend hand craft training on daily basis and keep record of daily attendance of trainees.
- Supervise handcraft traineess to ensure effective performance in practical activities

KEY PERFORMANCE INDICATORS:

- Number of students enrolled for handcraft training.
- Number of different objects designed and made
- Number of hand craft products made and sold by the trainees.
- Number of hand craft training/classes conducted per week
- Number of assessment conducted to ascertain handcraft trends and customer preferences
- Number of students that graduates in the handcraft courses visa-ve number of students who enrolled
- Number of graduates who have established business premises and are making and selling hand craft products.
- Number of progress reports submitted to the VTC Team Leader
- Number of tests given to students to assess the knowledge and skills levels

Applications:

Applications should be submitted **in English**, and should include:

- detailed CV
- cover letter
- 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 Malakal,** and ACTED Maban Office in Hardcopy or by Email to juba.hrofficer@acted.org, juba.adminassist2@acted.org or gendrassa.administration@acted.org

  or to maban.livestock@acted.org latest by 26th/May/2016
- 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