

JOB ADVERT- TAILORING TRAINER

Position : Tailoring 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 Tailoring Trainer – is to prepare training documentation such as training manuals, hand notes for participants, questionnaires and other support materials and facilitate trainings to trainees in tailoring. S/he will work closely with the Senior Business Development officer in conducting tailoring needs assessment and supporting tailoring graduates in establishing their own tailoring businesses.

CHAIN OF COMMAND

Under the authority of:

- Senior Business Development officer.

Line Management:

- Livelihood Assistant
- Business mentors

WORKING RELATIONS

Internal:

- Livelihood department
- Other livelihood trainers
- 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 tailoring trainees through delivery of quality trainings, mentorship and assessment of business opportunities for trainees.
- To support the Senior Business Development Officer and livelihood department in coming up with relevant equipment/items needed for tailoring activities.

Duties /responsibilities

- Deliver both theoretical and practical training to tailoring trainees and ensure they acquire the necessary skills and knowledge to establish sustainable tailoring businesses.
- To support tailoring trainees in developing business plans and provide mentorship to the graduates in establishing and sustaining tailoring businesses.
- Supervise tailoring trainees to ensure effective performance in practical activities.
- Submit regular assessments and reports on the conduct, progress and achievements of trainees and making recommendations as appropriate.
- Prepare list of special equipment/items for teaching and share with the Senior Business Development officer.
- Support the Senior Business Development officer in identifying suitable beneficiaries for tailoring course
- Create a course outline and work plans for the trainings and submit weekly updates of trainees attendance to the Senior Business Development officer
- Monitor all activities done by trainees and report any issues to the Senior Business development officer.
- Assist in carrying out assessments and surveys related to the tailoring business 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.
- Support the trainees in establishing tailoring businesses

Person Specification

- A college Diploma/ certificate in tailoring
- At least 2 years of experience in implementing tailoring programs in Vocational Training programs.
- Experience with capacity building and training of community members in tailoring as a business.
- 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 potential trainees identified and enrolled for tailoring training
- Number of trainings conducted in the course of the entire training
- Number of tailoring trainees that have successfully established tailoring business and are using skills acquired to improve their livelihoods
- 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 Senior Business Development officer
- Number of assessment conducted to ascertain tailoring trends and customer preferences
- Number of students that graduates in the tailoring course visa-ve number of enrolment

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

