ACTED

58.113

MINISTRY OF LABOUR, PUBLIC SERVICE & HUMAN RESOURCE DEVELOPMENT

JOB ANNOUNCEMENT:

Catering Trainer

Department: Food Security and Livelihood (FSL)

Position: Catering Trainer
Location: Maban
Date of Advert: 06/May/2016
Date of Closure: 26th/May/2016

JOB PURPOSE

- The catering 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 catering or restuarant/micro hotel management

CHAIN OF COMMAND

Under the authority of:

- VTC Team Leader

Line Management:

- Area coordinator
- Livelihood Program Manager
- Assistant catering Trainer

WORKING RELATIONS

Internal:

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

External:

- Partners working in Maban
- Local Authorities (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 in imparting skills and knowledge to catering trainees through delivery of quality trainings, mentorship and assessment of business and placement oprtunities for trainees
- To support the VTC Team Leader and livelihood department in coming up with relevant equipment/items needed for catering activities

Duties /responsibilities :

- Supervising catering traineess 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.
- Preparing list of special equipment/items for teaching and share with the VTC team leader
- Support the VTC team in identifying suitable beneficiaries for catering course
- Work with the 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 food preparation and hotel/ restaurant management
- Monitor all activities done by trainees and report any issue to the Team Leader
- Assist in carrying assessments and surveys related to restaurant and hotel activities in the area
- Supervise the activities of the catering 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 training on daily basis and keep record of daily attendance of trainees.
- Supervise catering traineess to ensure effective performance in practical activities

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 VTC team leader
- 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 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