

JOB ADVERT-HANDCRAFT TRAINER

Position : Handcraft 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 Handcraft Trainer – Will prepare training documentation such as training manuals, hand notes for participants, questionnaires and other support materials and facilitate trainings to trainees in Handcraft.

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 handcraft 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 handcraft activities.

Duties /responsibilities

- Support trainees in designing and creating functional objects by hand and using a variety of locally available materials.
- Assess 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.

- Supervising handcraft 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.
- Preparing list of special equipment/items for teaching and share with the Senior Business Development officer.
- Support the Business development officer in identifying suitable beneficiaries for handcraft course
- Work with the Trainees in creating a course outline for the trainings and submit weekly updates of trainees attendance to the Senior Business Development officer
- 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 Senior Business Development officer
- 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

- Skills in Handcraft (beading, basket weaving etc)
- At least 2 years of experience in implementing Vocational Training programs.
- Experience with capacity building and training of vulnerable households in handcraft 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 students enrolled for handcraft training
- Number of trainings conducted in the course of the entire training
- Number of handcraft 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 handcraft 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

