

Vacancy

Training Coordinator

Job brief

We are looking for a Training Coordinator to lead our Training programs department, through hosting and coordinating creative training events and educational programs for a wide spectrum of our clientele.

What does a Training Coordinator do?

- Training Coordinators are responsible for managing, Innovating, designing, developing, coordinating and even conducting training programs where necessary.
- The ideal candidate should have experience with various training methods, including on-the-job coaching, mentorship programs and others. Experience with different projects, like management training, capacity development and soft-skills development, is also essential.
- You should also be familiar with the instructors, equipment and educational material requirements for each particular assignment.
- Ultimately, the role of the training coordinator is to oversee all Training programs at Dynamic Consult.

Job descriptions

- Design and develop training programs (outsourced and/or in-house).
- Select appropriate training methods or activities (e.g. simulations, mentoring, on-the-job training, professional development classes).
- Market available training to customers and provide and generate necessary information about sessions.
- Conduct customer-wide training needs assessment and identify skills or knowledge gaps that need to be addressed.
- Maintaining a database of consultants and trainers which Dynamic Consult can reach out to when ever there is a need for a specific training program.
- Use known education principles and stay up-to-date on new training methods and techniques.
- Design, prepare and order educational aids and materials
- Gather feedback from trainers and trainees after each session
- Partner with external stakeholders and liaise with experts regarding instructional design.
- Maintain updated curriculum database and training records
- Host train-the-trainer sessions for internal subject matter experts
- Manage and maintain in-house training facilities and equipment
- Research and recommend new training methods.

Qualifications

- Proven work experience as a Training Coordinator, Trainer, Training Facilitator or similar role
- Hands-on experience coordinating multiple training events in an NGO, government and corporate setting.
- Adequate knowledge of learning management systems and web delivery tools
- Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate)
- Familiarity with traditional and modern job training methods and techniques
- Microsoft Office proficiency (Word, Excel, PowerPoint, Outlook)
- Advanced organizational skills with the ability to handle multiple assignments
- Strong communication skills
- Bachelor of Science degree in Education, Training, HR or related field.

If you feel you are up to the task and qualified, send your CV to the below email by the 17th August 2019 recruitment@dynamicconsult.co.ke