

Vacancy

Training Center Manager

Reports to: Managing Director

Location: Juba Based

Probation period: 6 months

Contract Duration: 3 Years

Job brief

Dynamic Consult Ltd has setup a training center that will be providing computer based and other professional related courses. In order for plans to fall in place We are looking for an experienced Training Center Manager to join our team and lead our team of trainers! Your role will be extremely important as you will be responsible for managing the center, oversee training programs and collaborate with educational and relevant institutions to enhance the courses and programs we provide.

Job descriptions

- Be the manager of the training center.
- Be responsible for the process of identifying trainers that will be providing training services to students.
- Oversee the management of students and graduating students.
- Prepares business plans to support the operation of the center and adhere to budget plans.
- Identify marketing plans that can attract more students to the center.
- Ensure compliance with relevant government institutions.
- 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).
- Conduct customer-wide training needs assessment and identify skills or knowledge gaps that need to be addressed.
- Use known education principles and stay up to date on new training methods and techniques.
- 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
- Research and recommend new training methods.



Qualifications

- A Bachelor's degree in education, computer science, business administration or other related fields.
- Minimum of 5 years experiencing working for a training center or an educational institution.
- Hands-on experience coordinating multiple training events in an NGO, government, and corporate setting.
- Excited about new technologies
- Excellent verbal and written communication skills.
- Thorough understanding of training processes.
- Ability to moderate large groups.
- Extremely organized and detail oriented.
- Proficient with Microsoft Office Suite or related software.
- Ability to innovate and discover new methods of improving computer literacy.

How to apply

Send your application (Cover letter, CV and Copy of certificates, all enclosed in one email) to the following email address, only shortlisted applicants will be contacted

hr@dynamicconsult.com.ss

Closing date for application is 29th October 2021