

## **Business Management and Financial Skills Trainer (Part-time)**

### **Post Details:**

- **Job title:** Business Management and Financial Skills Trainer (Part-time)
- **Working Base/City:** Homs Governorate.
- **Salary & Benefits:** As per NRC rules & regulations.

### **Scope of work:**

NRC is looking for a suitable trainer to build the capacity of the targeted beneficiaries on business management skills and financial skills. In that regard, the trainer will undertake the following tasks:

- Review existing training materials developed by NRC.
- Contribute to developing some topics related to starting/restoring small and medium enterprises.
- Conduct Training in business, which includes and not limited to the following topics:
  - Planning and management of micro and small businesses.
  - Marketing mix.
  - Operations.
  - Finance & Accounting in micro and small businesses.
  - Develop the Business Plan.
- Support trainees in preparing the business plans and evaluating them in collaboration with NRC staff.
- Conduct assessments of the capacities of trainees to evaluate the progress gained through the training.
- Provide feedback on the progress of training and trainees and prepare periodical reports as requested.
- Provide coaching – technical inputs to trainees after opening their business to explore the linkages between their actual business and all the resources and services needed to successfully run and sustain their business.
- Attend and participate in the required NRC induction training.
- Conduct regular meetings with NRC after each training or cycle to discuss lessons learned and agree on adjustments of training topics or other aspects to better suit the objectives of the training and the needs of the beneficiaries.

### **Qualifications:**

- Has minimum institute/university degree in Business, Finance, Marketing, Economics, trading, or other related fields.
- Two years of experience in delivering training in Business Management, Marketing, and Financial Skills.
- Two years of experience in coaching for profitable businesses.
- Strong facilitation skills.
- Experience in working with other INGOs is preferable.
- Good MS Office skills.
- Good in both Arabic and English.

Behavioural competencies:

- Ability to communicate effectively, initiate and build trustful relations.
- Good inter-personal skills. Contextual and cultural sensitiveness.
- Ability to work autonomously. Proactivity and capacity to take initiative.
- High motivation and desire to help.

Application requirements:

To apply for this opportunity, please fill out the online form via the following link:

[Business Management and Financial Skills Trainer \(Part Time\) – Fill out form.](#)