

Job Title: Training Center Supervisor - Student Empowerment and Entrepreneurship

Organization: HAND - Huma Aid & Development

Location: Damascus – Syria

Post On: 23 September 2026

Expiry Date: 2 October 2026

Job Type: Full Time

Job Summary

The Training Centre Supervisor is responsible for overseeing the day-to-day management and effective coordination of the Training Center, ensuring the smooth implementation of training programs and supporting students and recent graduates in developing their professional and practical skills. The position oversees training activities, coordinates with trainers, technical teams, and relevant stakeholders, monitors program quality and participant satisfaction, and ensures a well-organized, safe, and stimulating learning environment.

Job responsibilities

1. Training Center Management and Daily Operations

- Oversee the day-to-day operations of the Training Center, ensuring the efficient organization of activities, schedules, facilities, and resources.
- Develop and monitor work plans and activity schedules in coordination with relevant teams and stakeholders.
- Ensure the readiness, proper use, and maintenance of training rooms, facilities, equipment, and learning materials.
- Supervise the Center team, assign responsibilities, and monitor performance to ensure efficient and continuous operations.

2. Training and Student & Graduate Empowerment

- Coordinate the delivery of training courses, workshops, and professional development activities based on identified needs.
- Contribute to identifying required competencies and training needs in line with evolving labor-market demands.
- Coordinate with trainers and technical teams to ensure effective preparation and delivery of training programs in accordance with established standards.

- Monitor participant attendance, engagement, progress, and completion, and address challenges that may affect participation.
- Promote a supportive and inclusive learning environment that responds to participants' needs and strengthens their practical and professional competencies.

3. Monitoring, Quality Assurance and Reporting

- Monitor the implementation of Center activities against approved plans, schedules, objectives, and quality standards.
- Collect and review data on attendance, participation, completion, participant satisfaction, and other relevant indicators.
- Identify operational or program implementation challenges and coordinate appropriate corrective actions.
- Provide regular activity updates and contribute to periodic reports covering achievements, challenges, lessons learned, and recommendations.
- Ensure the proper maintenance and organization of participant records, training documentation, feedback, and other relevant records.

4. Employability, Innovation and Continuous Improvement

- Support initiatives that strengthen students' and graduates' employability, career readiness, entrepreneurship, digital competencies, and professional skills.
- Promote practical and innovative learning approaches that respond to participants' needs and changing labor-market requirements.
- Identify and recommend opportunities to improve the Center's services and training programs based on participant feedback, activity results, and stakeholder input.
- Contribute to documenting success stories, good practices, and lessons learned from Center activities.

Qualifications and Experience

- Bachelor's degree in business administration, Education, Human Resources, Management, Social Sciences, Economics, or a related field.
- At least 7 years of relevant professional experience in training, youth development, education, employability, skills development, program coordination, or training center management.

- Demonstrated experience in coordinating training programs, educational activities, youth empowerment initiatives, or related projects.
- Proven experience working and coordinating with trainers, educational institutions, employers, private-sector actors, and diverse stakeholders.
- Good understanding of student and youth development, employability, professional skills development, and labor-market requirements.
- Experience in development programs or donor-funded projects, including relevant reporting requirements, is an advantage.

Required Skills and Competencies

- Strong leadership, coordination, organizational, and time-management skills.
- Excellent communication, interpersonal, relationship-building, and stakeholder-management skills.
- Ability to effectively manage multiple activities, priorities, and operational requirements simultaneously.
- Good knowledge of training methodologies, student engagement, skills development, and employability concepts.
- Strong monitoring, documentation, reporting, problem-solving, and analytical skills.
- Proficiency in Microsoft Office, particularly Word, Excel, and PowerPoint.
- Fluency in Arabic and English, with the ability to communicate effectively and prepare professional reports in both languages.
- Strong commitment to professionalism, teamwork, accountability, safeguarding principles, and maintaining a positive and inclusive learning and training environment.

You are kindly requested to submit your resume with the title in the subject line " **Training Centre Supervisor - Student Empowerment and Entrepreneurship** " to the following email address: career.sy@hand.ngo

Applications without the subject name will not be considered.