

Training Centre Supervisor – Job Description

Job purpose:

The Training Centre Supervisor is responsible for the effective daily monitoring and follow-up of training activities within the centre. The position monitors students, trainers, training quality, workshops, equipment, and operational processes; identifies challenges and gaps; maintains accurate monitoring records; and provides timely reports and recommendations to support the achievement and continuous improvement of training objectives.

Job responsibilities

- Monitor the daily implementation of training activities in workshops and laboratories, ensuring adherence to approved training schedules, plans, and quality standards.
- Follow up on student attendance, participation, commitment, and progress, identifying and addressing issues related to absence, dropout, or low engagement.
- Follow up with trainers on training implementation, student performance, classroom/workshop management, and identified training needs or challenges.
- Monitor the readiness and appropriate use of workshops, laboratories, tools, equipment, and training materials, including basic health and safety requirements.
- Conduct periodic checks and report equipment, tool, or facility malfunctions and follow up with relevant staff on required maintenance or corrective actions.
- Collect, verify, and maintain accurate data and records related to attendance, training progress, trainer performance, and other relevant centre-level indicators.
- Identify implementation gaps and operational challenges and provide practical recommendations and corrective actions to the Centre Manager and Project Management Team.
- Prepare timely and accurate periodic reports on training progress, attendance, performance, challenges, achievements, and monitoring findings.
- Coordinate with the Project Management, technical, and centre teams to ensure that identified issues are followed up and training objectives and quality standards are achieved.

Qualification and Experience

- University degree in Mechanical Engineering, Electrical Engineering, Education, Monitoring & Evaluation, or a relevant field.
- At least 2–3 years of relevant experience in training centres, vocational/technical education, workshops, project implementation, monitoring, or similar operational environments.
- Practical experience in monitoring training activities, following up on performance, collecting and analysing data, and preparing reports.

- Practical knowledge of workshops, machinery, equipment, and technical training environments, with awareness of operational and safety requirements.
- Good computer skills, including Microsoft Office and preparation of structured reports and monitoring records.

Skills

- Strong field supervision, monitoring, and daily follow-up skills.
- Ability to assess training quality, identify gaps, and recommend practical improvements.
- Strong communication and interpersonal skills with students, trainers, and staff.
- Good organizational skills, attention to detail, and ability to maintain accurate records.
- Ability to work independently, solve problems, and manage multiple priorities.
- Good report-writing and data-management skills.
- Commitment to professional conduct, safeguarding, and health and safety standards.
- Good command of English is an advantage.

You are kindly requested to submit your resume with the title in the subject line " Training Centre Supervisor " to the following email address: career.sy@hand.ngo Applications without the subject name will not be considered.