

Small Business Project trainer (Part-time)

Post Details:

- Job title: Small Business Project trainer (Part-time, depending on the work needs)
- The vacancy announcement will be opened for 8 calendar days.
- Working Base/City: Aleppo Governorate.
- Required employees No: 4
- Salary & Benefits: As per NRC rules & regulations.

Scope of work:

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

- Review existing training materials developed by NRC.
- Contribute to develop some topics related to start a small enterprise.
- Conduct Training in business, which includes and not limited to the following topics:
 - Planning and management of small business.
 - Marketing mix.
 - Operations.
 - Finance & Accounting in small Business.
 - Develop the Business Plan.
- Support trainees in preparing the business plans and evaluate them in collaboration with NRC staff.
- Conduct assessments of the capacities of trainees to evaluate the progress gained through the training.
- Provide feedback of 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 project and all the resources and services needed to successfully run and sustain their business.
- Attend and participate in required NRC-induction training.
- Conduct regular meetings with NRC after each training or cycle to discuss lessons learnt 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.
- Two years of experience in delivering training in business skills.
- Strong facilitation skills.
- Previous experience working with other NGOs / INGOs is preferable.
- 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.

- If you are interested, please apply through this link:

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<https://forms.office.com/e/DKBJFT3CxJ>