

Position Name (Title) :	Master Trainer	Position Level:	9
Reporting to (Title) :	Freelance Manager	No. of Direct Reporters:	NA
Version:		Sector /Department/Section :	

Position Reporting Lines



Main Job Purpose

- Ensure, supervise and deliver the designed trainings expected results and contribute in the achievement of all trainings objectives. -

Objectives

- Ensure proper execution of all trainings.
- Extract new tools and techniques and good models from different global and international experiences in trainings
- Improve the Unit performance by close monitoring for trainings implementation.

Accountabilities

1. Facilitating and delivering trainings to youth following curriculum/calendar of activities that are designed.
2. Deliver TOT to trainers
3. Preparing reports to Training Coordinator about each training.
4. Maintaining close communication with youth and different project Trainers.

5. Evaluating trainings to ensure of its effectivity.
6. Developing new trainings materials.

Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"> • Other project Teams 	<ul style="list-style-type: none"> • Youth • Trainers • Partner Organizations

Working Environment

The position follows the normal working environment of the organization.

Indoor: 50%

Outdoor: 50%

Working Hazard: Low

Working Days: 5 days

Days Off: 2 days

Working Hours: 8 hours

Position Dimensions

POSITION DIMENSION	
Level of Authority	Execute Assigned Duties
Budget Control	No Budget Control
Budget Amount	No Budget Control
Hiring Authority & Promotion	Does not Coach New Employees
	Does Not Supervise Employees
	Does not Participate in the Promotion Cycle
	Does not Approve Hiring New Employees
Consequence of Error	Impact Own Tasks

Job Requirements

Education:	<ul style="list-style-type: none">• University graduate with a Business administration or any relevant field• Holding a Training of trainer's certificate
Experience:	<ul style="list-style-type: none">• +4 years of experience in training field.• Preferred whom with previous experience in working with Youth activities.• Experience in organizing Human Centred Design Workshops• Experience in delivering trainings to government and NGO staff.• Experience in delivering Entrepreneurial trainings.
Computer Skills	<ul style="list-style-type: none">• Excellent knowledge of Microsoft office
Languages:	<ul style="list-style-type: none">• Not mentioned

Signatures

Employee		
Manager		
Human Resources		