

Position Name (Title) :	Sustainable Business Trainer	Position Level:	Grade 9
Reporting to (Title) :	Business Training Unit Head	No. of Direct Reporters:	NA
Version:		Sector /Department/Section :	

Position Reporting Lines



Main Job Purpose

- Ensure and supervise the designed trainings expected results and contribute in the achievement of all trainings objectives.
- Ensure an interest and / or experience in freelance/entrepreneurship

Objectives

- Deliver sustainability training services to a high-quality standard to develop and maintain a portfolio of freelancer and entrepreneur youth, whilst also delivering soft skills training related to the business for the youth portfolio of Tawar We Ghayar
- Actively support the development and growth of TwG training offer to achieve and exceed the scope of training for employment
- Providing Tawar We Ghayar training of capacity building to find more job opportunities

Accountabilities

1. Facilitating and delivering training/service to youth following the curriculum/calendar of activities that are designed either freelance, entrepreneurship, or related skills required to perform this business successfully
2. Deliver TOT to trainers
3. Preparing reports to the Training Coordinator about each training
4. Maintaining close communication with youth and different project Trainers
5. Evaluating training to ensure its effectiveness
6. Developing new training materials

Position Relationship with Other Parties

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

Working Environment

The position follows the normal working environment of the organization.

Indoor: 60%

Outdoor: 40%

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 Deign 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"> Arabic and English

Signatures

Employee		
Manager		
Human Resources		