

Call for Trainer

Basmeh & Zeitooneh is calling for Trainers to join the Incubator Project to train and support startup and local CSOs, to share their experience and expertise with the participants. The project aims to develop and empower civil society actors by providing professional training and coaching through an in-depth analysis of the needs of civil society organizations and the continuous follow-up of these organizations during the training period.

Main duties of the trainer include but are not limited to the following:

Training :

- Provide a 4 to 5 days training from 23 to 27 February 2020, on civil society organization's financial management, procurement and logistics management.
- Teach knowledge and skills in Budgeting, financial policies and procedures, procurement policies and procedures...
- Prepare and design the training materials, tools, presentation and activities.
- Develop pre- test as well as evaluation forms to evaluate the progress of the participants at each session

Other activities:

- Adapt training content and prepare presentations and use a highly interactive training methodology
- Report on the progress and flow of each training session.
- Provide the training coordinator with all the material needed for printing and usage during the training sessions.
- At the end of the training, the trainer will present a detailed report on the training.
- Assess training effectiveness of the methods and content of the training

Experience:

- 3-5 years of experience in training and capacity building for civil society organization
- Previous experience in the financial management, especially start-up and small community based organizations.
- Proven experience as a trainer, previous experience in business training is a plus
- Working experience in a multicultural context

Skills:

- Proficiency in Arabic language (oral / written) mandatory
- Ability to communicate in English
- Good ability to work in Microsoft Word, Excel, Access and Power Point
- Adapted to multi-national teams
- Ability to multi-task

Qualities:

- Good communication skills and comfortable speaking to crowds
- Autonomy, dynamism, proactivity and flexibility

- Organizational skills and human relations competency
- Team work.

Please send your CV, technical and financial offer to incubator.bz.lb@gmail.com