

Call for Trainer

Basmeh & Zeitooneh is calling for Trainer 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 online training workshop on Organizations policies and procedures development for 10 participants from 5 Community Based Organizations(CBOs).
- Provide coaching and follow-up sessions according to the CBOs needs.
- 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 to the incubator's m on the progress and flow of each training session.
- Provide the incubator's team 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 , whether in the private, public or in a civil society organization
- Previous experience in the development sectors (such as in women empowerment, citizenship, protection, education etc.) is a plus, 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, training methodology and training topics presentation to incubator.bz.lb@gmail.com