



## **Vocational trainer**

### **Damascus, Syria**

We are looking for a highly qualified individual to fill-in the vacancy of Vocational trainer – **Accounting** to work in Damascus under service contract.

#### **Who are we?**

DRC has been working in the MENA region since 2003 and is currently one of the few international organizations registered and operating legally in the countries of Iraq, Syria, Lebanon, Turkey, Libya and Jordan. Since 2013, DRC has been operating as the largest INGO responding to the Syrian crisis in Syria and Lebanon and has assisted over 1 million refugees and IDPs a year. DRC has been actively operating in Syria since 2008, mainly supporting refugees. In June 2012, DRC was authorized by the Syrian Ministry of Foreign Affairs (MoFA) to expand its humanitarian efforts and provide assistance to IDPs and the vulnerable resident population countrywide. Since then, DRC activities have been focused on NFI distributions, Shelter, WASH, Protection, Education, Livelihood and Mine Risk Education in six Governorates (Damascus, Rural Damascus, Dara'a, Aleppo, Hama, and Homs). Protection/community service activities are provided to beneficiaries through 6 Community Centers.

#### **About the job**

Provide Accounting training. This is a part time that needs availability in the morning.

#### **Available vacancies for this position:**

**Damascus** – Masaken Barzeh Community Center: **1**

**Damascus** – Jaramana Community Center: **1**

#### **Duties and Responsibilities**

- Overview the outlines (scope of work) of the training course and provide appropriate adjustment suggestions to better suit the training purpose.
- Prepare a list of the required equipment and raw materials with a detailed specification that are necessary for training implementation.
- Prepare training toolkits list with detailed specification and pictures when needed.
- Conduct placement test and pre-test if required, and provide the VT unit with a document that contain detailed scores for each case.

- Provide the vocational training.
- Closely supervise the beneficiaries during practical phase of training.
- Coordinate closely with the VT unit and report any obstacles or challenges that are facing the training.
- Conduct test at the end of each phase of the training, and provide the VT unit with a document that contain detailed scores for each case.
- Conduct the final test and prepare the final report that include challenges, lesson learnt, and performance evaluation of the trainees.
- Ensure of keeping all equipment and tools in a good condition, and provide them with the basic maintenance when needed.
- Ensure the right use of raw materials without damaging and with minimum waste level.
- Ensure that the quality of the product in the production phase is in line with what was agreed on prior to the production phase (quality control)
- Store keep the final product of the training and deliver them to the responsible assistant in a proper manner.

### **About you**

In this position, you are expected to demonstrate DRC' five core competencies:

**Striving for excellence:** You focus on reaching results while ensuring an efficient process.

**Collaborating:** You involve relevant parties and encourage feedback.

**Taking the lead:** You take ownership and initiative while aiming for innovation.

**Communicating:** You listen and speak effectively and honestly.

**Demonstrating integrity:** You act in line with our vision and values.

To be successful in this role you must have:

- Background education in a specialty similar to the field of training is preferable.
- Minimum three years of experience in providing the training

### **We offer**

DRC will offer the successful applicant a three month contract. Salary and conditions will be in accordance with Danish Refugee Council's Terms of Service contract scale

### **Application process**

Interested? Then apply for this position by sending your CV to [job@drcsyria.dk](mailto:job@drcsyria.dk) no later than **April 25th 2017** and make sure to indicate the vacancy title in the email subject line.