

SBG Trainer & Mentors x 2 /Aleppo

The position is to be filled by Sep 2026. Employment/Service location will be Aleppo /Syria. And it is paid according to SG5 (925 USD).

Your Responsibilities

- The business trainer is responsible for developing the training materials that help and guide participants regarding business establishment and growth.
- The business trainer is responsible for developing the training curriculum covering the following topics:
 - Business models. Types of businesses that can be started
 - How to find a successful business idea
 - Business project management. Monitoring the activities and projects.
 - Creating venture strategy
 - Promoting business
 - Communicating with the clients
 - Assessment of the business idea – the business plan.
 - Risk taking in entrepreneurial decision-making. Risk management.
 - Funding the business. Sources of financial capital.
 - Introduction to commercial law
 - Cooperatives
 - And other related topics
- The business trainer is responsible for conducting market assessment in the targeted locations and sharing the results in a well-prepared report. Later, the results of the assessment will be taken into consideration during the beneficiaries' selection process.

- The business trainer is responsible for developing the business plan template and delivering introductory sessions for filling the template.
- The business trainer is responsible for developing the training plan in line with the activity work plan.
- The business trainer will assist in checking and evaluation process of the submitted business plans.
- The business trainer is responsible for conducting the training sessions using interactive teaching methods.
- The business trainer is responsible for checking the participants' attendance and documenting it in the reports.
- The business trainer is responsible for preparing theoretical and practical assignments for the participants and checking the submitted ones.
- The business trainer is responsible for developing the participants' skills in the field of interest.
- The business trainer is responsible for checking and evaluating the financial records of the beneficiaries regularly throughout the implementation period.
- The business trainer is responsible for comparing the beneficiaries' products and services prices with the local market prices and sharing the results regularly in a well-prepared report.
- The business trainer is responsible for reporting to the designated person from the project team in timely manner in English.
- The business trainer is responsible for conducting pre and post exams.
- The business trainer is responsible for analyzing participants' training data for evaluation process related purposes.
- The business trainer is responsible for performing any task related to the activity if requested by the designated person from the project team.

- The business trainer will prepare a general report at the end of the activity mentioning the overall success rate of the activity by providing statistics covering the attendance, interactivity, and improved business skills related knowledge.
- Reports all incidents in the field to the Project officer promptly.
- Works in close collaboration with other members of the team to ensure an integrated approach to meet the other basic needs of the affected population
- Supports the Field Coordinator in identifying locations needed for the project.
- The Business Trainer is expected to support all efforts toward accountability, specifically to the beneficiaries and to Welthungerhilfe's Code of Conduct, Conflict of Interest, and Provision of Sexual Exploitation and Abuse.
- The Business Trainer must ensure all interventions adhere to Welthungerhilfe's Gender Policy, Do No Harm principles, and beneficiary accountability standards.
- Behaving in mutual respect to other team members as part of work friendly environment.
- Undertaking other project tasks as required.

Required Qualifications:

Position open to Syrian nationals only

Education: University degree in economics, business administration or a relevant field .

Work Experience: Minimum 3 years professional experience in a similar position in a non-profit organization.

Skills/knowledge:

- Prior experience in delivering similar training courses to similar groups.
- Previous experience with similar activity.
- Native Arabic and English reporting are essential.
- Experience in data collection and analysis tools such as Kobo and SPSS.

- Good Microsoft Office (Word, PowerPoint etc.) skills and excellent Excel skills.
- Familiarity with humanitarian context.
- Time management.
- Effective communication skills.
- Ensuring confidentiality, professionalism, and integrity.
- Good level of computer literacy.

Social Skills;

- Ability to build a network and work in a team under pressure.
- Ability to work well under pressure

Language Skills:

- Fluency in Arabic is required.
- Working knowledge of English is advantageous.

How To Apply :

- Please send your application/CV in ENGLISH LANGUAGE via our online recruiting system by August 24, 2026
- CVs will be reviewed on a rolling basis due to the urgency of filling this position.
- We encourage female candidates to apply
- Only applications submitted via the organization's system will be considered for review.

WHH Application Link : [SBG Trainer & Mentors X2 /Aleppo](#)