

ADV#06

Mental Math trainer -Service Provider

Hama, Syria

We are looking for a highly qualified individual to fill-in the vacancy of **one Mental Math Trainer** to work in Hama Educational center under service contract.

-Who are we?

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, Livelihoods and Mine Risk Education in six Governorates (Damascus, Rural Damascus, Dara'a, Aleppo, Hama, and Homs). While Protection/community service activities are provided to beneficiaries throughout our six Community Centers.

-About:

Provide **Mental Math sessions & activities. This is a part time Job**

Advertisement launching	Advertisement closing	Location	No applicant
Wednesday 4 Dec 2019	Sunday 8 Dec 2019	DRC community center in Hama	One

***location: DRC Educational center in Hama**

*** Responsibilities: (TOR)**

The task that should be carried out by the trainer in the Community center (CC) (direct implementation):

- Conduct Mental Math sessions & activities for beneficiaries within the community center.
- Contribute and participate in the preparation of the required activities.
- Provide the general information to allow the beneficiaries to acquire the needed skills.
- Participate in the provision of training materials.
- Prepare needed reports for the conducted activities if needed
- Collect attendance & other papers for submission to the administration.
- Conduct the necessary assessments for beneficiaries.

- Additional duties that not listed above are requested and required by DRC.

Qualifications

- Certificate of completion of ToT in Mental Math (instution or equivilant)
- Implementing previously minmum 3 courses in similar filed
- Able to work under pressure.
- Demonstrate creativeness and progression.
- Desire to voluntary work, teamwork and skilled in effective communication.
- Experience in the area of effective communication with the refugees and IDPs, especially the elderly and young people.
- Able to manage interactive lectures and training.

*SCOPE:

This scope is to guide the service provider in his/her planning process

Title	Description
Mental Math basics	Train individuals on the basics of Mental math and support their skills in (estimation, factors, calculating differences...etc.) throughout interactive methods that support these skills. Age groups are between (6-18) & above 19

-Contract Length:

The contract covering **320 working** hours over the duration of four months.

-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.

-We offer:

If you are interested? Then apply for this position by sending the below requirement as a soft copy to syr-procurement@drc.ngo no later than 8/12/2019 :

Evaluation Criteria:

A- administrative Evaluation:

- CV (Mandatory)
- Filling & Signing the attached form (fees form) Can be found under details (Mandatory)
- Implementing previously a minimum of 3 courses in a similar field. (Mandatory)
- Recommendation letter / certificate or Reference as a proof of minimum one course you had implemented in similar field. (Mandatory)
- make sure to indicate the vacancy title in the email subject line. (Mandatory)
- **Note: If an applicant has not specified any of the mandatory documents in the application, He/she will be excluded.**

B- Technical Evaluation:

If the applicant did not pass the administrative evaluation, he/she will not pass to technical evaluation & interview

NO	Technical Evaluation Criteria	Marks
1	CV demonstrating: minimum of three courses in a similar field (5marks) minimum of four courses in a similar field (10marks) minimum of five courses in a similar field (15marks)	15
2	Providing min one Recommendation letter/certificate or Reference as a proof of minimum one course you had implemented in similar filed	5
3	DRC will conduct interview with the passed trainers from the written test	50
Technical evaluation total score		70

If he/she achieves 35 marks in the total technical evaluation at least. The application will be to financial evaluation.

طريقة التقييم:

- أ- التقييم الإداري:
- السيرة الذاتية (إجباري).
 - تعبئة وتوقيع النموذج المرفق (نموذج الأجر) موجود في التفاصيل (إجباري).
 - تنفيذ 3 كورسات مشابهة (إجباري)
 - رسالة توصية/شهادة او مرجع لاثبات كورس واحد من الكورسات المنفذة المذكورة (إجباري).
 - التأكد من ذكر عنوان الوظيفة كموضوع الايميل المرسل (إجباري).
- ملاحظة:**
أي نقص من المرفقات المذكورة الاجبارية السابقة يؤدي لرفض الطلب.

ب- التقييم الفني:

إذا لم يجتاز المتقدم التقييم الإداري ، فلن ينتقل إلى التقييم الفني والمقابلة

الرقم	كيفية التقييم الفني	العلامة
1	السيرة الذاتية تثبت: ثلاث دورات على الأقل في دورات مماثلة (5علامات) أربع دورات على الأقل في دورات مماثلة (10علامات) خمس دورات على الأقل في دورات مماثلة (15علامة)	15
2	رسالة توصية/شهادة او مرجع لاثبات كورس واحد من الكورسات المنفذة المذكورة	5
3	سيجري المجلس الدنماركي للاجئين مقابلة مع المدربين الذين اجتازوا الاختبار الكتابي	50
نتيجة التقييم الفني الاجمالي		70

إذا حقق هو / هي 35 علامة على الأقل في التقييم الفني. سينتقل إلى التقييم المالي.

C- Financial Evaluation:

- Filling & Signing the attached form (fees form) Can be found under details (Mandatory)
- Determine the final score percentage for technical evaluation (70) and for the price (30)
- The awarded applicant should achieve the highest percentage of the combined evaluation score

ج- التقييم المالي:

- ت- تعبئة وتوقيع النموذج المرفق (نموذج الأجر) موجود في التفاصيل (إجباري).
- ث- تحديد النسبة المئوية للنتيجة النهائية للتقييم الفني (70) والسعر (30).
- ج- يجب أن يحقق المتقدم الحاصل على أعلى نسبة من نقاط التقييم المجمعة.