

Title	Program Trainer
Salary	\$38,000 - \$45,000
Division	SPECIAL PROJECT DIVISION
Term of employment	Full time - Permanent
Job Description	<p>The Program Trainer will assist in the coordination and delivery or training programmes as directed by the manager of the Division.</p> <p>Incumbent will be responsible in assisting the Trainers with logistics and delivery of the work activities of the Division. Other work include delivery of courses under SBH's Level II Certificate in Small Business Operations and attending relevant trainings and workshops on behalf of the Organisation.</p>

KEY RESPONSIBILITIES AND DUTIES

Training Logistics	<ul style="list-style-type: none"> ➤ Contribute to the design and implementation of the Division's Annual plan and calendar of activities ➤ Assist the Trainers in the implementation of the Division's work plan ➤ Lead the coordination and logistics for the SBO Certificate Level 2 Course ➤ Assist in data collection, analysis and report writing
Training Delivery	<ul style="list-style-type: none"> ➤ Lead and or assist in the delivery of SBH courses as directed by the manager ➤ Work collaboratively with the Division to review existing SBH courses and design new courses. ➤ Assist with the coordination of other Training programmes ➤ Work with the Division on community projects ➤ Lead in the implementing of marketing and promotional activities for SBH trainings especially Level II SBO.
Executive Support	<ul style="list-style-type: none"> ➤ Advise the Manager and Principal Trainer on training matters ➤ Liaise with stakeholders on training programmes ➤ Provide feedback to senior officers for evaluation and improving training programmes. ➤ Provide training reports for each activity ➤ Assist in conducting surveys and follow ups.

PERFORMANCE STANDARDS

Key Performance Indicators	<ul style="list-style-type: none"> ➤ Increase in number of targeted trainings delivered ➤ Increase number of registrations and trainees ➤ Plan for revision and accreditation of courses ➤ Enhance delivery of trainings and programmes ➤ Increase level and quality of engagement with stakeholders and communities
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ELIGIBILITY CRITERIA

Education	<ul style="list-style-type: none">➤ BTVET from a Recognized Institution (Essential)➤ Certificate IV in Training & Assessment (Essential)➤ Qualification in Adult Teaching and Learning (Essential)➤ Tertiary qualification in Business, Business Administration and Management, Economics, Accounting or related fields – (Essential)➤ High level of computer literacy (essential)➤ Superior report writing knowledge and skills – both English & Samoan➤ Exceptional listening and analytical skills
Work experience	<ul style="list-style-type: none">➤ At least 5 years practical work experience in similar roles and in similar organisations.➤ Experience in commDivisiony engagement and Samoan culture.
Other skills	<ul style="list-style-type: none">➤ Teaching experience is desirable➤ Ability to relate to people➤ Knowledge of other economic sectors➤ Good team worker➤ Valid driver's license

*“Fesoasoani ia Tauluolaina Pisinisi”
“Your Business Growth is our Priority”*