

OPEN FACILITATOR POSITIONS

Organization: ZIP YEI . **Posted:** 6 May 2021. **Closing date:** 15 May 2021

CAP Youth Empowerment Institute Kenya was established to provide Basic Employability Skills Training (BEST) for disadvantaged young persons (M/W) in the society with particular focus on women to get equitable, qualitative learning and access to promising labor market-oriented opportunities, savings and credit that support their pathways to safe and positive futures.

The key purpose of this project is to assist disadvantaged young persons to make informed choices, develop labor-market oriented employability skills and access job placements, savings and enterprise development support.

Availability: Immediate

1. Maritime Security Facilitators (5)

Position Summary:

Maritime Security Facilitators will be will be tasked to train the young persons (m/w) on maritime security as well as getting internships and placements for them under Go Blue project.

Location: Tana River, Taita taveta, Lamu, Kwale, Kilifi

Duties & responsibilities:

Ø Planning of the learning activities for training period**

Ø Recruitment of trainees (m/w) for course**

Ø Participate in mobilization activities to ensure that center meets the targeted number of students (m/w) within timeframe**

Ø Participate in TOT and workshops to learn and delivery effective curriculums to the young persons**

Ø Assist in mobilizing stockholders for collaboration at SME labs

Ø Develop social media posts and case studies for project visibilities

Ø Mobilize best performers to give testimonies at different events in the project.

Ø Assist trainees (m/w) in attending interviews and extend support in post placement assistance**

- Ø Prepare classroom timetable and training calendar for trade**
- Ø Deliver practical and theoretical curriculum of the trade**
- Ø Conduct internal assessment for trainees (m/w) during and after training**
- Ø Invite industry players for guest lectures**
- Ø Arrange Field visits and exposure visits for trainees(m/w)**
- Ø Network with trade specific industries**
- Ø Maintain track record of learning and keep the database up to date**
- Ø Keep the MIS updated**
- Ø Provide reports as and when required**
- Ø Participate in placement drives**
- Ø Deliver learning through online tools available like LMS**
- Ø Conduct parent's meetings **
- Ø Assist center staff in important assignments as and when arrives

Required Qualifications:

- Ø At least 2 years' experience in Marine security
- Ø Diploma or Degree holder in Maritime Security arena**
- Ø Strong Practical experience training security personnel's
- Ø Good understanding of Maritime security
- Ø Experience working with young persons

1. Tourism and Hospitality facilitators (6)

Position Summary:

Tourism & Hospitality Facilitators will be will be tasked to train the young persons (m/w) in Tourism and Hospitality as well as getting internships and placements for them under Go Blue project.

Location: Tana River, Taita taveta, Lamu, Kwale, Kilifi, Mombasa

Duties & Responsibilities:

- Ø Planning of learning activities for the training period
- Ø Recruitment of trainees for course
- Ø Participate in mobilization activities to ensure that center meets the targeted number of participants within timeframe
- Ø Participate in TOT and workshops to learn and delivery effective curriculums to the participants
- Ø Source on the job training and placement opportunities for the young persons
- Ø Assist trainees (m/w) in attending interviews and extend support in post placement assistance
- Ø Prepare classroom timetable and training calendar for trade
- Ø Deliver practical and theoretical curriculum of the trade
- Ø Conduct internal assessment for trainees(m/w) during and after training
- Ø Invite industry players for guest lecture
- Ø Arrange Field visits and exposure visits for trainees(m/w)
- Ø Network with trade specific industries
- Ø Maintain track record of learning and keep the database up to date
- Ø Keep the MIS updated
- Ø Provide reports as and when required
- Ø Prepare case studies and testimonies
- Ø Participate in placement drives
- Ø Deliver learning through online tools available like LMS
- Ø Conduct parent's meetings
- Ø Assist center staff in important assignments as and when arrives

Required Qualifications:

- Ø Degree holder in Tourism and hospitality
- Ø Diploma holders with 2 years' industry experience shall be considered.

Ø strong Practical experience of training in Food and beverage service

Ø Good skills in training housekeeping

Ø Basic skills in Tourism and Guide

Ø Proficiency in MS Office (MS Word, PowerPoint, Excel and Outlook).

Ø Good presentation and communication (verbal and written) skills

Ø Good facilitation skills

1. Vassal Repair & Maintenance facilitators (5)

Vassal repair and maintenance Facilitators will be will be tasked to train the young persons (m/w) in Vassal repair & maintenance as well as getting internships and placements for them under Go Blue project.

Location: Tana River, Taita taveta, Lamu, Kwale, Kilifi,

Duties & Responsibilities:

Ø Planning of the learning activities for training period

Ø Recruitment of trainees for course

Ø Counselling of potential participants

Ø Participate in mobilization activities to ensure that center meets the targeted number of participants within timeframe

Ø Participate in TOT and workshops to learn and delivery effective curriculums to the participants

Ø Source on the job training and placement opportunities for candidates

Ø Assist trainees in attending interviews and extend support in post placement assistance**

Ø Prepare classroom timetable and training calendar for trade**

Ø Deliver practical and theoretical curriculum of the trade**

Ø Conduct internal assessment for trainees during and after training**

Ø Facilitate BMN, E-Day and other events at training center.**

Ø Invite industry players for guest lecture**

- Ø Arrange Field visits and exposure visits for trainees**
- Ø Network with trade specific industries**
- Ø Maintain track record of learning and keep the database upto date**
- Ø Keep the MIS updated**
- Ø Provide reports as and when required**
- Ø Prepare case studies and testimonies**
- Ø Participate in placement drives**
- Ø Deliver learning through online tools available like LMS**
- Ø Conduct parent's meetings **
- Ø Assist center staff in important assignments as and when arrives

Required Qualifications

- Ø Diploma or Degree holder in Hull and Engine Maintenance with additional qualification of welding and electrical installation
- Ø 2 years practical experience in Hull an engine maintenance
- Ø Basic welding skills
- Ø Basic electrician skills
- Ø Proficiency in MS Office (MS Word, PowerPoint, Excel and Outlook).
- Ø Good presentation and communication (verbal and written) skills
- Ø Good facilitation skills

4. Maritime transport & Logistics facilitators (2)

Maritime transport & logistics Facilitators will be will be tasked to train the young persons (m/w) in maritime transport & logistics as well as getting internships and placements for them under Go Blue project.

Location: Lamu, Mombasa

Duties & Responsibilities:

- Ø Planning of the learning activities for training period

- Ø Recruitment of trainees(m/w) for course
- Ø Counselling of potential participants
- Ø Participate in mobilization activities to ensure that center meets the targeted number of participants within timeframe
- Ø Participate in TOT and workshops to learn and delivery effective curriculums to the participants
- Ø Source on the job training and placement opportunities for candidates
- Ø Assist trainees in attending interviews and extend support in post placement assistance
- Ø Prepare classroom timetable and training calendar for trade
- Ø Deliver practical and theoretical curriculum of the trade**
- Ø Conduct internal assessment for trainees during and after training**
- Ø Invite industry players for guest lectures**
- Ø Arrange Field visits and exposure visits for the young persons**
- Ø Network with trade specific industries**
- Ø Maintain track record of learning and keep the database up to date**
- Ø Keep the MIS updated**
- Ø Provide reports as and when required**
- Ø Prepare case studies and testimonies**
- Ø Participate in placement drives**
- Ø Deliver learning through online tools available like LMS**
- Ø Conduct parent's meetings **
- Ø Assist center staff in important assignments as and when arrives

Required Qualifications:

- Ø Diploma or Degree holder in Logistics through port
- Ø 2 years practical experience of training Logistics with focus to customer service at different levels in sea port environment.

- Ø Good understanding Logistics value chain
- Ø Proficiency in MS Office (MS Word, PowerPoint, Excel and Outlook).
- Ø Good presentation and communication (verbal and written) skills
- Ø Good facilitation skills

5. Entrepreneurship Facilitators (6)

Position Summary:

Entrepreneurship Facilitator will be tasked to train the students on Entrepreneurship

Location: Tana river, Taita taveta, Lamu, Kwale, Kilifi, Mombasa **

Duties & Responsibilities

- Ø Training and equipping the students with entrepreneurship skills
- Ø Source for guest lecturers, organize field and exposures visits for the students.
- Ø Assist students form savings groups, open bank accounts & develop a saving culture.
- Ø Follow up with students who have started their own businesses to monitor the progress of their businesses.
- Ø Facilitate BMN, E-Day and other events at training center.**
- Ø Participate in road shows to recruit students to join the program. **
- Ø Ensure students(m/w) maintain highest levels of discipline at all times.
- Ø Support the students(m/w) in nurturing their business ideas.
- Ø Source for credible mentors to mentor the students.
- Ø Ensure that students(m/w) attend classes as required.
- Ø Provide students(m/w) with resources for studying.
- Ø Maintain an up to date record of students.
- Ø Support students (m/w) to write business plans.
- Ø Link the youth with potential funders.

Required Qualifications

- Ø Degree in entrepreneurship or equivalent qualification.
- Ø Relevant training in Entrepreneurship.
- Ø Minimum of 2 years' experience training entrepreneurship.
- Ø Proficiency in MS Office (MS Word, PowerPoint, Excel and Outlook).
- Ø Good presentation and communication (verbal and written) skills
- Ø Good facilitation skills

6. Capacity Building Officers (3)

Position Summary:

Capacity Building of Centres of Excellence (CoEs) and Mentee institutions instructors across the counties.

Duties & Responsibilities:

- Ø Work with the county governments to ensure acceptability of the BEST model.
- Ø Develop tools to monitor and evaluate the impact of capacity building initiative.
- Ø Champion for effective implementation and delivery of CBET/BEST model aspects in the CoEs and Mentee Institutions.
- Ø Conduct regular assessments on CBET/BEST model implementation in the CoEs and Mentee Institutions and put in measures in place to address the gaps if any.
- Ø Plan on when to conduct impact survey of capacity building aspects implementation by the CoEs and Mentee Institutions
- Ø Submit accurate, complete and timely reports as required on weekly, quarterly, half yearly or annual basis as required.
- Ø Use the feedback obtained from the surveys conducted to make any necessary changes that will have positive impact on the program.
- Ø Facilitate capacity building/training program to be conducted by CAP YEI to CoEs and Mentee Institutions.
- Ø Facilitate capacity Building/ training program to enhance gender equality training and adoption of gender equality policies and practices in CoEs and Mentee Institutions.
- Ø Coordinate training activities including organizing and planning training workshops logistics.

Ø Visit various CoEs and Mentee Institutions to assess implementation progress.

Ø Provide hands on training to the CoEs and Mentee Institutions instructors in essential and workplace related soft skills curriculum delivery the CBET/BEST way.

Ø Collect evidence of CAPYEI capacity building implementation by the CoEs and Mentee institutions

Ø conduct and/or lead capacity development needs analysis for trainees to determine learning outcomes needed for trainee's success and collect information about target beneficiaries

Ø Develop and implement methods to monitor and evaluate the results of capacity building programs and capacity building initiatives.

Ø Devise ways of making the capacity building initiative sustainable and reliant

Ø Any other job assigned by your seniors.

Required Qualifications:

- Degree in any business-related course
- At least 2 Years' Previous experience in capacity building
- Good presentation and communication (verbal and written) skills
- Ability to analyze complex data and derive meaningful information
- Strong oral and written communication skills.

Personal Attributes required:

- Trustworthiness
- Integrity and professionalism
- Time management skills
- Project Management skills
- Problem solving and negotiation skills
- Decision making and leadership skills

Our commitment to safeguarding

CAPYEI is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of young persons. CAPYEI expects all and volunteers (m/w) to share this commitment through our code of

conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

How to apply

Interested internal candidates who meet the criteria above are encouraged to send their application letters and detailed CVs to recruit@capyei.org by 15th May 2021. Candidates are required to indicate the position title on the subject line of the email when applying.

Shortlisting will be done on rolling basis.

CAPYEI **DOES NOT** charge any fee at any stage of the recruitment process