

Vacancy:

Training Coordinator

Ref: 2022-30



Comprehensive Community Based Rehabilitation in Tanzania (CCBRT) aims to be the leading provider of accessible specialized health services in Africa and serves - as healthcare social enterprise and through development programmes - the community and the most vulnerable. CCBRT is Tanzania's largest local provider of disability and rehabilitation services in the country. We're committed to empower people with disabilities and their families, improving their quality of life, and ensuring access to medical and rehabilitative treatment. The CCBRT Academy provides practical specialised trainings to health care professionals as well as a wide range of specialized trainings to corporates and individuals (such a disability inclusion, sign language, lean management e.g.). The CCBRT Academy also offers rental space for conferences.



*For expansion of our team, we are looking for a **Training Coordinator** who oversee all the logistical and practical coordination activities for training and events.*

The role

As Training Coordinator you are responsible to oversee the quality of all trainings delivered and the effective implementation of trainings and events.

Therefore you assist academy facilitators to design and develop content that follows instructional design principles; you support online content development, instructions, theoretical and clinical practice of various trainings; you measure training outcomes and offer recommendations for improvements; you facilitate the accreditation process for training solutions offered by the academy; You promote CCBRT Academy training standards and ensure that they are upheld.

You take care of training planning and schedules as well as all event coordination; You maintain and update the training database, ensure feedback collection and organize debriefing session; you provide weekly, monthly and quarterly reports.

You oversee the communication with participants and facilitators, all logistical support and ensure that the training facilities are well prepared. You ensure that the training facilities and equipment are well maintained and secured. You are reporting to the Training Manager.

Your qualifications and work experience

- Degree in Education, Training, HR or any related field
- Proven work experience as a Training Coordinator with hands-on experience coordinating multiple training events in a corporate setting
- Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate)
- Exceptional organizational skills and ability to handle multiple assignments
- Technologically savvy with strong communication skills (in both Swahili and English)
- Experience with e-learning platforms

If you are interested, please submit your curriculum vitae with 2 references and a cover letter telling us why you believe you are the right person for the role.

CCBRT is an equal opportunities employer and encourages people with disabilities to apply. Please send your application via email to: recruitment.ccbrt@ccbrt.org

Indicate job reference no: 2022-30 | EXTENDED DEADLINE FOR APPLICATIONS: 20th August 2022
(selection assessment might commence upon receipt of suitable applications)