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## Announcement for Service Contract: Business Trainers

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| <b>Reports to:</b>          | Livelihoods Management Team   |
| <b>Number of positions:</b> | Multiple trainers may be contracted from this announcement  |
| <b>Locations:</b>           | Erbil Governorate (Shaqlawa, Daratu, and Darashakran)<br>Dohuk Governorate (Dawdia, Sharia, Akre, and Gawilan)<br>Kirkuk Governorate (Kirkuk City, Dibis, and Daquq)<br>Baghdad Governorate (al-Dora) |

### Introduction:

Relief International (RI) is a nonprofit organization whose sole mission is to reduce human suffering. We respond to natural disasters, humanitarian emergencies and chronic poverty. We are non-sectarian and non-political.

### Position overview:

RI will conduct five-day business training sessions for beneficiaries of its business support activities across eleven project locations. Additionally, RI will implement five-day business skills training sessions for those who already have or are interested to start their own business independently.

### Responsibilities:

- According to RI Business Training Curricula, prepare a detailed program for five days (five hours per day) of business skills training, including a clear methodology and proposed tools. The training must adopt a participatory and interactive approach which should include a short visit to markets and educational games for practicing the skills learned.
- Support beneficiaries to develop a Business Plan for 5-6 individuals belonging to the same business group (which includes a detailed list of quantity and cost for items – raw materials, tools – and facilities necessary to start and run the business). The individuals in each business group will develop the value chain related to the product chosen and each of them will be in charge of different functions related to the business.
- Record trainees' participation and attention during the training and report to RI management on daily basis.
- Assess at the end of each class trainees' comprehension of the subjects discussed.
- Arrange his/her trips to the assigned targeted areas for training.
- Develop and conduct before the beginning of the training a test to assess trainees' business knowledge; the same test will be re-administered at the end of the training. The results have to be delivered by the trainer to RI management in written form.

### Skills and qualifications:

- Bachelor degree, preferably in business management/marketing or related field
- Experience in livelihoods programs – specifically training and curriculum development
- Arabic, English, and Kurdish languages are required
- At least 1 year business training experience, preferably with experience working with low-literacy populations
- Good knowledge of Microsoft Office applications
- Experience working with people from different backgrounds
- Motivated, dynamic; able and willing to take initiative

### How to apply:

Please send your CV and a cover letter to [aide.botta@ri.org](mailto:aide.botta@ri.org). The cover letter must include which of the eleven areas listed above you are able to work in. Applications will be reviewed as they are received, so it is recommended you apply as soon as possible; trainings in Erbil and Dohuk will start as soon as trainers are identified and contracted.