

VACANCY

POSITION: EVENTS MANAGEMENT TRAINER

REPORTS TO: TEAM LEADER, DIRECTOR

LOCATION: RUIRU, KENYA

JOB SUMMARY

We are looking for an organized and experienced trainer to join our organization. The trainer will be responsible for offering training programs on Events Planning and Management courses. The training will be evaluating our needs and current practices and creating and delivering a training development plan complete with materials, tutorials, instructions, and learning resources such as online modules and guides. The ideal candidate will be a confident public speaker and a devoted educator who is up-to-date on the latest tools and resources on Event Management practices.

DUTIES & RESPONSIBILITIES

- Offer training classes on Events planning and Management;
- In charge of regular review of the training curriculum and resources;
- Develop a schedule to assess students training needs;
- Track and compile collected data on students training;
- Communicate on students training needs and resources;
- Create training strategies, initiatives, and materials;
- Test and review created training materials;
- Maintain a database of all training materials;
- Instruct Students training and onboarding process;
- Coordinate and monitor enrollment, schedules, costs and equipment;
- Any other duties assigned within the scope of your activities.

PERSON SPECIFICATIONS

- Certificate or Diploma in Events Management, Hospitality or a related field.
- Two (2) years' working experience in a similar or related position in events management.
- Proficiency in Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel).
- Strict adherence to company philosophy/mission statement/ goals.
- Strong project management skills with the ability to supervise multiple projects.
- Good interpersonal skills and communication with all levels of management.
- Able to multitask, prioritize, and manage time efficiently.
- Excellent leadership, team building, and management skills.
- Encouraging to the students and fellow colleagues; able to mentor and lead.
- Excellent verbal and written communication skills.
- Able to analyze problems and strategize for better solutions.
- Passionate about training.
- The candidate will also be expected to:
 - a) Have a positive attitude;

- b) Have a willingness to learn, receive and give feedback;
- c) Perform a variety of duties often changing from one task to another of a different nature without loss of efficiency or composure;
- d) Accept responsibility for and in teams;
- e) Relate to others in a manner that creates a sense of teamwork and co-operation;
- f) Maintain effective communication with colleagues, both junior and senior;
- g) Respond appropriately to environmental and safety hazards and function effectively in emergency situations;
- h) Utilize company systems effectively to ensure cost-effective use of equipment and tools of work;
- i) Be creative and innovative in minimizing costs;

Candidates who meet the requirements should apply for the position through jobs@weevetsschool.com on or before 5th October 2021. Please specify your salary expectations.

ONLY QUALIFIED CANDIDATES WILL BE CONTACTED.