



## Title: Call for Trainers: Learning and Development Center, FINCA Kosovo

FINCA Kosovo is seeking experienced trainers in a range of fields to contribute to the newly opened Learning and Development Center in Prishtina. The Center aims to provide citizens of Kosovo with a comprehensive set of skills and knowledge across a variety of subjects including but not limited to:

- Agriculture (e.g. Timing of Crops, Improving Yields, Livestock Health)
- Leadership and Management (e.g. Change Management, Project Management)
- Entrepreneurship Development
- Communication Skills
- Business Communication
- Sales and Marketing
- Customer Service (e.g. Leads Management)
- Technical Skills (e.g. Microsoft Office, Data Analysis)
- Financial Literacy and Management

We are looking for trainers who can deliver engaging and interactive training sessions that are relevant to the current needs of the Center. Each trainer is expected to design and deliver training sessions on the agreed topic and curriculum while developing training materials, including handouts exercise and presentations.

### Trainer's Roles and Responsibilities:

- Design and prepare training modules for the relevant program.
- Draft the training plan and training materials.
- Deliver training according to the conditions and criteria set by FINCA Kosovo.
- Prepare training report and end-of-course evaluation.

### Trainer's Requirements and Qualifications:

- Bachelor's degree or higher in one of the abovementioned subjects.
- Minimum of 3 years of experience as a trainer or facilitator in similar subject areas.
- Familiarity with the respective industry and professional backgrounds of the audience.
- Strong presentation and communication skills.
- Excellent interpersonal skills and ability to connect with diverse audiences.
- Experience with training needs analysis and program evaluation.
- Proficiency in Microsoft Office tools.

### Trainer's Engagement and Adaptability:

Selected trainers will be engaged based on the needs and requirement by FINCA Kosovo to deliver training programs to L&D Center. Trainers should be capable to conduct a training session tailored to different audiences. Flexibility in delivering both in-person and virtual training sessions is highly desired.

### Application Process:

To apply for the position, please submit the following documents:

- Resume highlighting the training experience and relevant qualifications.
- Cover Letter expressing your interest in the position.

Applications should be sent by email to [recruitment.hr@fincakosovo.org](mailto:recruitment.hr@fincakosovo.org) no later than 15 June 2023, with a subject line "Trainer Application – Subject – Your Name"

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