

Training Coordinator- IECD (Institut Européen de Coopération et de Développement)

IECD is an international solidarity non-governmental organization founded in 1988, operating in the field of social and economic development in partnership with local institutions. In Lebanon, IECD has been operating since 1989, and has been leading projects throughout the whole country

Location: Beirut or Saida offices, with regular travel between Beirut and the South as project implementation needs require

Major: degree in Psychology, Education, Political Sciences and International Affairs, or any related field

Experience: 2-4 years of experience, preferably in a public or civil society organization

Major Responsibilities:

- Engage in the outreach process by conducting interviews, selecting beneficiaries, and ensuring all required documentation is completed
- Recruit, interview, and select training beneficiaries in line with donor criteria.
- Ensure recruitment targets are achieved
- Coordinate with the Communications team to develop and publish outreach materials
- Prepare, organize, and maintain all training-related templates, including recruitment, training plans, grading sheets, attendance records, and other relevant documents for both trainees and trainers
- Collect, document, and archive all training-related data, such as attendance sheets, identity documents, photo consent forms, and other required records.
- Ensure trainers' timesheets and trainees' transportation records are updated, and payments are processed on time each month
- Plan and schedule life skills, environmental awareness, and career development sessions as part of the training program.
- Manage logistics for training, Training of Trainers (TOTs), events, and visits.
- Conduct stock counts in training centers and warehouses, identifying, recording, and tracking necessary equipment and materials.
- Prepare PRs and POs, and coordinate with suppliers as needed.
- Follow up delivery orders for materials and technical equipment.
- Submit payments via Tiger and follow up on required modifications and supporting documents.

- Communicate directly with trainees regarding attendance, performance, requests, and other related matters through the designated coordinator's phone.
- Conduct regular visits to training locations in Beirut and Mount Lebanon, including facilitating training information sessions.
- Carry out training evaluations and manage the preparation and facilitation of training certificate signatures from ministries and partners.
- Collaborate with new partners to support and enhance SDA's mission.

Additional Requirements:

- Previous experience in the social domain is preferred, preferably in vocational training and vocational education
- Proficiency in Arabic (oral and written) is mandatory
- Understanding and/or passion for education and vocational training issues.

Salary: \$1300 – 1800

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb,
Ext. 7801; 7802