

# Female Trainer for Business Management and Financial Management Trainings



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Phone :

Web :

## **Job Summary**

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Vacancy :

Deadline : Nov 11, 2024

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Employment Status : Full Time

Experience : Any

Salary : According to Organization Policy

Gender : Female

Career Level : Any

Qualification :

## Job Description

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### About Organization for Women Empowerment (OWE):

Organization for Women Empowerment (OWE) was established in 2014 as a non-profit and development organization - registered with the NGO Department of the Ministry of Economy, the Islamic Republic of Afghanistan. OWE aims to help impoverished communities, particularly women, youth, and children to gain social, economic, and political potency through raising awareness, capacity building, educational and vocational skills training, and creating professional opportunities. OWE is a women's organization for women. OWE's learning experience as a development organization comes from its working association with communities in different areas of Afghanistan. More importantly, OWE is one of the successful organizations in the community, NGO Coordination Bureau, and region.

### Job Description:

#### Scope of Work

The Organization for Women Empowerment (OWE) is committed to supporting the economic empowerment of women in our communities by providing essential training to female small and medium enterprise (SME) holders. To this end, we seek an experienced female trainer to conduct two critical training sessions focused on business management and financial management. These trainings aim to equip ten female SME holders with the skills, knowledge, and tools required to manage and grow their businesses successfully.

#### Training Objectives

- 1. Business Management Training:** To enhance participants' understanding of core business principles, including strategic planning, operational management, marketing, and customer relations.
- 2. Financial Management Training:** To develop participants' competencies in financial literacy, budgeting, financial planning, cash flow management, and record-keeping.

#### Scope of Work and Responsibilities

The trainer will be responsible for the following:

##### 1. Curriculum Design and Development

- Design two comprehensive training modules on Business Management and Financial Management tailored to the specific needs of female SME holders.
- Develop interactive and culturally sensitive training materials, including presentations, handouts, case studies, and exercises.
- Ensure that the curriculum is practical and includes real-world examples relevant to the participants.

##### 2. Training Delivery

- Deliver each training session to a group of ten female SME holders in a clear, engaging, and interactive manner.
- Use various training techniques to promote active learning, including group discussions, case studies, role-playing, and hands-on exercises.
- Adjust training methods to ensure understanding across varying levels of business experience and education.

##### 3. Individual and Group Support

- Provide individualized support and mentorship to participants during and after the training sessions.
- Encourage networking and peer support among the participants.

##### 4. Monitoring and Evaluation

- Develop and implement pre- and post-assessment tools to evaluate participants' knowledge and skills before and after each training.
- Collect feedback from participants on training content, delivery, and relevance to their business needs.
- Analyze assessment and feedback data to measure the impact of the training and provide a comprehensive report to OWE.

##### 5. Reporting

- Submit a detailed training report, including an assessment of learning outcomes, training challenges, participant feedback, and recommendations for future trainings.
- Provide a summary report with key findings and any case studies or success stories of participants.

#### Expected Deliverables

1. Training curriculum and materials for both Business Management and Financial Management modules.
2. Pre- and post-assessment tools for each training.
3. Individual training session feedback reports.
4. Comprehensive final report summarizing key achievements, challenges, participant feedback, and recommendations.

#### Duration and Location

- Duration: Two Weeks
- Location: 4 District, Kabul, Afghanistan

#### Job Requirements:

- Bachelor's degree in Business, Finance, or a related field. Advanced degree preferred.
- Proven experience (5+ years) in training in business and financial management, particularly for SMEs.
- Strong background in empowering female entrepreneurs, ideally with experience working in women's economic empowerment projects.
- Excellent communication, presentation, and interpersonal skills, with a proven ability to engage and inspire participants.
- Proficient in creating interactive and culturally relevant training materials.
- Ability to provide individual mentorship and guidance effectively.

#### Submission Guideline:

Interested candidates should submit the following:

1. Updated CV highlighting relevant training experience.
2. Cover letter detailing their approach to business and financial management training for female entrepreneurs.
3. Proposed methodology and timeline for the training.
4. References from previous training engagements.

• **Qualified applicants are encouraged to submit their resumes (CV) with a detailed application letter and contact details, no later than Nov 11, 2024, to [admin.hr@owe.org.af](mailto:admin.hr@owe.org.af)**

• **Please clearly indicate "Female Trainer for Business Management and Financial Management Trainings" in the subject line of the email.**

• **Only short-listed candidates will be informed.**

#### Submission Email:

[admin.hr@owe.org.af](mailto:admin.hr@owe.org.af)

**Education & Experience**

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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