

## **Arabic Calligraphy Trainer -Service Provider**

### **Qudsaya, Syria**

We are looking for a highly qualified individual to fill-in the vacancy of **Arabic Calligraphy Trainer** to work in Qudsaya community center under service contract.

#### **-Who are we?**

DRC has been actively operating in Syria since 2008 mainly supporting refugees. In June 2012, DRC was authorized by the Syrian Ministry of Foreign Affairs (MoFA) to expand its humanitarian efforts and provide assistance to IDPs and the vulnerable resident population countrywide. Since then, DRC activities have been focused on NFI distributions, Shelter, WASH, Protection, Education, Livelihoods and Mine Risk Education in six Governorates (Damascus, Rural Damascus, Dara'a, Aleppo, Hama, and Homs). While Protection/community service activities are provided to beneficiaries throughout our six Community Centers.

#### **-About:**

Provide **Arabic Calligraphy sessions & activities. This is a part time Job**

#### **\*location:**

**DRC Community center in Qudsaya**

**\* Responsibilities:**

**(TOR)**

The task that should be carried out by the Trainer in the community center (CC) (direct implementation):

**Duties and Responsibilities**

- Conduct Arabic calligraphy sessions & activities for beneficiaries within the community center.
- Contribute and participate in the preparation of the required activities.
- Provide the general information to allow the beneficiaries to acquire the needed skills.
- Participate in the provision of training materials.
- Prepare needed reports for the conducted activities if needed
- Collect attendance & other papers for submission to the administration.
- Conduct the necessary assessments for beneficiaries.
- Additional duties that not listed above are requested and required by DRC.

**Qualifications**

- Two years experience in facilitating calligraphy sessions.
- Able to work under pressure.
- Demonstrate creativeness and progression.
- Desire to voluntary work, teamwork and skilled in effective communication.
- Experience in the area of effective communication with the refugees and IDPs, especially the elderly and young people.
- Able to manage interactive lectures and trainings.

**\*SCOPE:**

This scope is to guide the service provider in his/her planning process

Title	Description
Arabic calligraphy	Provide the basics of Arabic alphabet calligraphy (Kufic script, Naskh script ...etc.) for individuals between the age of (10 to 18) and above 18

**-About you:**

In this position, you are expected to demonstrate DRC' five core competencies:

**Striving for excellence:** You focus on reaching results while ensuring an efficient process.

**Collaborating:** You involve relevant parties and encourage feedback.

**Taking the lead:** You take ownership and initiative while aiming for innovation.

**Communicating:** You listen and speak effectively and honestly.

**Demonstrating integrity:** You act in line with our vision and values.

**-We offer:**

DRC will offer the successful applicant **300 hours'** contract. conditions will be in accordance with Danish Refugee Council's Terms of Service contract scale

**-Interested?**

\*Then apply for this position by sending :

**1-CV**

**2- filling & Signing the attached form (fees form) Can be found under details( [Mandatory](#) )**

**3- Recommendation letter or certificate from previous private training center or INGO if available.**

to [sp.procurement@drcsyria.dk](mailto:sp.procurement@drcsyria.dk) no later than 21 of Feb, 2019

- make sure to indicate the vacancy title in the email subject line. ( Mandatory )

**-Contract Length:**

The contract covering **300 working** hours over the duration of six months