

## **Livelihoods Coach " Micro Business coach" - Service provider**

**Hama, Syria**

We are looking for a highly qualified individual to fill-in the vacancy of " **Micro Business coach** " to work in Damascus 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 **Micro business** consultation. **This is a full time contract.**

### **\* location:**

**Hama**

### **\* Responsibilities:**

The task that should be carried out by the consultant in the consultancy (direct implementation):

- Develop in-depth understanding of DRC LLHs MG project as a basis for the consultancy;
  - Review Business Development Course Curriculum and tend to participants supporting them during their business plan development;
  - Capacity to simplify business concepts needed for business plan development to people of concern with different social and educational background;
  - Accompany participant to the local market – where need be – to do a SWOT analysis and gather information related to the business they are trying to set up;
  - Conduct post training coaching sessions – in person and answer queries over the phone;
  - Provide collective coaching sessions to a small group with similar characteristics (e.g. profession, background, age or gender group).
  - Contribute to developing explanatory tools and document coaching process, participant progress and special needs;
  - Feed in on Business development course changes required to meet standards.
  - Contribute to developing a network that connects beneficiaries of the same trade and allows for peer-to-peer coaching;
  - Provide the management with agreed regular reporting and be available for briefing sessions.
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- **Educational level** :Master degree in social sciences such as economics, business or any other - related fields, such as marketing or accounting.
  - **Required expertise:**

3 A minimum of five years of practical experience in the mentioned field.

Applicants with hands-on experience in setting-up/ managing their own business are preferred.

#### **1. Skills:**

- Good command of MS office package, especially Excel.
- Available to work on a 7 week intensive mission including Saturdays and occasionally a couple of Fridays – to be communicated in a work plan.
- Remuneration is based on an hourly rate.
- High level of integrity, maintaining a non-biased, neutral and transparent conduct throughout the coaching process with DRC beneficiaries
- PWD are encouraged to apply

## 2. Languages:

- Very good Arabic and good English language skills

### -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 **340 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 (vacancy fees form ) can be found under details.**

**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 20-10-2018**

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

### -Contract Length:

contract covering **340 working** hours