**Livelihoods Trainer " Micro business development consultant " - Service provider**

**Daraa, Syria**

We are looking for a highly qualified individual to fill-in the vacancy of **"** Micro business development consultant **"**  to work in Homs 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 development consultant.

**\* location:**

 **Daraa - Syria**

**\* Responsibilities:**

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| **Position title**  | Micro business development consultant |
| **Type of contract**  | Consultancy contract  |
| **Duty station** | Daraa |
| **Consultancy duration** | 7-8 weeks with possible extension based on performance |
| **Reporting line**  | Livelihoods Manager & LLH Area Coordinator/ Supervisor  |
| **Purpose**  |
| * Contribute technical expertise to Micro Grant (MG) panels for vulnerable and capable applicants that seek support in setting up their micro-business for income generating purposes.
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| * Duties and Responsibilities
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| * Develop in-depth understanding of DRC LLHs MG project as a basis for the consultancy;
* Review the business studies of beneficiaries who applied to micro grants service before the panel and prepare points for examination with MG panelists;
* Participate in the micro grants panel and provide technical input to better evaluate business plans and beneficiary capacities to successfully manage a MG;
* Fill in templates for panel documentation and notes for beneficiary coaching and follow-up;
* Conduct post panel committee discussions to announce results;
* Provide collective coaching sessions on the job that are documented (content-wise and reported on) to the MG team where needed and agreed with management.
* Contribute to developing existing tools (follow up tools / scoring system / business plan / interview form) in line with DRC LLHs project design.
* Feed in on Business development course changes required to meet new panel 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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| **Qualifications** |
| * Master degree in social sciences such as economics, business or any other -related fields, such as marketing or accounting.

Applicants with hands-on experience in setting-up/ managing their own business are preferred. * A minimum of five years of practical experience in the mentioned field
* Very good Arabic and good English language 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 a daily/ hourly rate.
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**-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 sector or INGO if available.**

**to 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