Rift Valley Innovation Center (RVIC) is a newly established rural based community owned innovation Center based in Mwachon in Eldama Ravine Constituency, Baringo County in Kenya. The Centre is strategically located at an intersection of three Counties: Baringo, Elgeyo Marakwet, and Uasin Gishu Counties and within a short distance to Kericho, Nandi and Nakuru Counties.

Among the key objectives for establishing RVIC is to promote innovative entrepreneurship, particularly among the youth, which addresses challenges of unemployment and contributes to poverty alleviation and national development.

Our entrepreneurship program is channelled towards nurturing the youth to develop practical and applicable solutions to national challenges.

RVIC is in the process of setting up its training division and wishes to invite applications for the below positions:

1. Training Manager (1)

Requirements

- Proven work experience as a training manager
- Track record in designing and executing successful training programs
- Familiarity with traditional and modern training methods (mentoring, coaching, on-the-job or in classroom training, e-learning, workshops, simulations etc)
- Excellent communication and leadership skills
- Ability to plan, multi-task and manage time effectively
- Strong report writing and record keeping ability
- Good computer and database skills
- BS degree in education, Technology Education or relevant field

Main Duties & Key Responsibilities

- Play a full and collegiate role in the leadership and management of the Centre
- Develop and deliver strategic objectives and plans
- Responsible for the preparation of the budget for your area of responsibility
- Manage and control expenditure within the agreed budget for your area
- Responsible for risk assessment and mitigation in your area
- Understand and are informed by the financial position of the organisation and how this impacts on decision making
- Assessing technology training needs
- Defining training approach, strategy and plan
- Creating learning materials, participant guides, trainer guides and job aids based on the needs
- Coordinating training logistics and training courses

2. Trainers (3)

Responsible for preparing, conducting, and evaluating technical training programs. Writes literature and materials to be used in programs and designs exercises to enhance lectures. Conducts classes regarding safety, security, installation, programming, maintenance, and repair of software, machinery, and equipment

Requirements

- Proven experience as technical trainer
- Knowledge of modern training techniques and tools in technical subjects
- Experience in designing technical course content
- Ability to address training needs with complete courses
- Working knowledge in MS Office (especially Powerpoint)
- Outstanding communication skills and comfortable speaking to crowds
- Excellent organizational and time-management abilities
- Certification such as CTT+ (Certified Technical Trainer) is a strong asset
- Degree in a relevant technical field such as
    - Bachelor of Education (Technology Education) or
    - Bachelor of Education (Science) or
    - HND in Technology Education

Primary Responsibilities

- Prepare and conduct technical training programs.
- Assess training needs and certification requirements.
- Deploy training to targeted personnel.
- Prepare training material and classroom agenda.
- Provide end user training for client.
- Conduct presentations and webinars.
- Create instructor materials (course outlines, background material, instructional materials, and training aids).
- Assist in design of computer-based and multimedia curriculum.
- Continuously enhance technical instructional delivery and presentation skills.
- Mentor other instructors in the subject matter, content, and course delivery techniques for assigned technical courses.
- Ensure the quality and consistency of course content throughout a course life cycle.
- Test process with different subjects.
- Manage the training program in accordance with business needs, regulatory requirements, and Quality Management System.

- Plan and direct classroom training, electronic learning, multimedia programs, and other computer-aided instructional technologies, simulators, conferences and workshops.

How to apply

Interested qualified candidates should submit by e-mail a cover letter expressing their suitability for the position applied for and a detailed CV (including e-mail addresses and telephone contacts) with names and addresses of 3 referees.

Applications are sent to: info@rvic.co.ke on or before **December 23rd, 2016.**

Only short-listed candidates will be contacted.