

MISSIONS OF HOPE INTERNATIONAL
JOB DESCRIPTION

Position: MTTI Trainer
Reports to: Deputy Principal-MTTI
Supervises: None
Department: MTTI
Grade:

Overall Job Purpose

The position is responsible for planning and delivering effective lessons, implementing the curriculum, assessing and monitoring student progress, providing constructive feedback, managing classroom activities and fostering an inclusive learning environment that drives academic achievement and holistic student development.

Duties and responsibilities:

1. Training

- a. Develop and review curriculum content and learning materials.
- b. Develop Course outlines, Schemes of Work, lesson plans and records of work for training.
- c. Take part in recruitment process of the new students.
- d. Provide counselling to the students, address their disciplinary issues and assist in Conflict Resolution among them.
- e. Use regular, measurable and significant assessments to monitor progress and set targets.
- f. Prepare the students for their final examination and facilitate internal examinations.
- g. Assist in finding suitable Industrial attachments positions for the students
- h. Ensure MoHI values and principles are communicated to the students.
- i. Ensure MoHI rules and regulations are clearly communicated to the students.
- j. Ensure the students participate in all relevant MoHI activities.

2. Information Management

- a. Assist in keeping database of Personal details and relevant documents of the students.
- b. Making sure that the right students as per the set criteria are the ones attending class.
- c. Keeping daily attendance registers for the students.
- d. Filing of the examination records.
- e. Collecting monitoring and evaluation data.
- f. Ensure students pay their fees fully and timely.

3. Economic Mentoring to Students

- a. Train and mentor students to be able to provide quality service to client's satisfaction.
- b. Facilitate students to meet set deadlines and relevant targets.
- c. Train the students on how to deal with possible clients so as to enable them have competitive advantage.
- d. Train the students on how to determine prices of their services to enable them engage in profitable ventures.
- e. Train the students on the possible ways of marketing their skills & services.

4. Maintenance of Equipment

- a. Develop a Tools and Equipment maintenance schedule and ensure the same is adhered to.

- b. Maintain teaching equipment and assets in good working condition.
- c. Requesting inputs from the inventory (and procurement) and allocating the same to students for use.
- d. Reporting any damage caused and repairs needed in class and respective equipment.
- e. Locking and opening the workshop in the morning and evening.
- f. Providing recommendations that can improve security of the class and MoHI equipment.

5. Production

- a. Provide services as required and ensure client satisfaction.
- b. Supervise students' work during service delivery.

6. Values and Ethics

- a. Share and in still organizations values to the project beneficiaries.
- b. Keep and maintain organizations name in high esteem and respect to the community.

7. Internal Administration

- a. Prepare and submit quality activity reports within agreed timelines.
- b. Maintain an effective follow-up system to ensure process efficiency.

8. Perform any other duties as may be assigned by the supervisor from time to time

Academic Qualifications and Experience

- Bachelor's Degree, Higher National Diploma (HND), or Diploma in the relevant technical or vocational area
- Diploma in technical Education /Certificate in Pedagogy- Kenya school of TVET (KSTVET/KTTC)
- At least 1 year of teaching or industry experience.
- Must be registered and licensed by the Technical and Vocational Education and Training Authority (TVETA)
- Knowledge of KNEC NITA, or CDACC (Competency-Based Education and Training) examination procedures.