

VACANCY POSITION FOR TRAINING CO-ORDINATOR

Background Information:

Affluence Training Company Limited (AFL) is a Corporate Training and Consultancy Service Provider in East African Region, was incorporated in Tanzania on 27th January, 2016 and vide a certificate of registration number 123275 by the Business Registration and Licensing Authority (BRELA) in Dar Es Salaam.

Location: Affluence Training Ltd Offices are located at 20th PSSSF Millenium Tower 2, Kijitonyama – Dar Es Salaam.

Our Vision: We Aspire to be the World Class - Training and Consultancy Service Provider.

Our Mission: We exist to offer Clients' Demand Driven Services Coupled with the Current Prevailing Technologies.

The Vacancy Position: Training Co-ordinator

Duty Station: Dar Es Salaam with frequent travels upcountry

Reporting to: The Managing Director

Education Level: At least Bachelor Degree or its equivalent in any discipline of study

Working Experience: At least 2 years of relevant experience in training industry

Duties and Responsibilities:

- (i) Sales and marketing of training services
- (ii) Solicit training opportunities from Public and Private Organizations
- (iii) Propose, identify and Liaison with training facilitators
- (iv) Dispatch and make follow-up on training invitation
- (v) Preparation of Weekly Action Plan (to be submitted on every Friday), getting relevant approval; align with it throughout the week and prepared its implementation report before approval of the next plan
- (vi) Training venue identification and arrangement
- (vii) Prepare, get relevant approval and adherence to training checklist
- (viii) Prepare, get relevant approval and adherence to the training manual
- (ix) Effectively supervise all public and in-house training undertaken by Affluence Training Ltd
- (x) Carry out pre and post training evaluations
- (xi) Timely preparation of training reports and disseminate the same to your supervisor and upon his approval to the Client

- (xii) Prepare respective training budget and secured appropriate approvals
- (xiii) Effectively and timely retirement of advanced company funds as per approved budget
- (xiv) Be able to represent the Company as instructed
- (xv) Participate fully in development of training products/courses/calendar
- (xvi) Initiate business relationship with Clients
- (xvii) Initiate, plan and implement field visits
- (xviii) Innovate various branded visibilities related to training
- (xix) Perform market intelligence survey
- (xx) Advise the MD on matters related to training business improvements
- (xxi) Initiate development of training proposals and disseminate the same to potential Clients and make necessary presentations if need be
- (xxii) Establish a Sales Team (promotional activities/call centre), train them, set and agree on KPIs, Supervise their productivity and get their sales plans and budgets effectively approved by the MD
- (xxiii) Ensure various legal compliances are adhered
- (xxiv) Be able to travel up country whenever need be for official assignments
- (xxv) Advise on strategies for other income generating activities (IGAs) emanating from training perspectives
- (xxvi) Maintain adequate relationship with Clients and all Stakeholders
- (xxvii) Proper arrangement of training logistics and payments to service providers
- (xxviii) Proper management of company finances and all the time align with the approved budget
- (xxix) Ensure proper management and safely of Company Assets entrusted to you at any point in time (MV, Laptops, LCD Projectors, Flip Chart Stands, Projector Screen, etc)
- (xxx) Supervise Staff under your jurisdiction
- (xxxi) Perform any other duties as may be assigned by your Supervisor

Kindly send your complete e-application via e-mail: affluencetraining@gmail.com addressing;-

Managing Director,
Affluence Training Ltd
P. Box 75779
Dar Es Salaam

Deadline for receiving your application is Wednesday 7th August 2024 at 19:00 hours