



Call for business and soft skills trainers

Organization profile:

The iVote Foundation (<http://ivotefoundation.org>) is a public (not-for-profit and non-political organization) citizens association in Macedonia. The mission of the iVote foundation is building a democracy through the application of innovative management and learning systems. The iVote Foundation has worked in the areas of developing and application of technology solutions (online education software, voting and elections software, web development) for different associations, CSOs and non-governmental organizations, including organizations working with marginalized and vulnerable groups, in Macedonia and internationally.

Project summary:

The “Persons with Disabilities IT Skills Development Project” is a project funded by USAID and implemented by iVote Foundation. Its main goal is to increase the social integration of persons with disabilities by helping them join the workforce in Macedonia, specifically in the fast-growing IT sector, as well as helping Disabled Persons’ Organizations (DPOs) offer services that will improve employment-related skills of youth with disabilities. Young people with disabilities will be able to learn new, sought-after skills and knowledge and enter the labor market in the country through higher-level and better paid IT professions.

Position summary:

For the purpose of the project, iVote is seeking qualified trainers that will develop trainings for business and soft skills aimed for strengthening the skills of the young persons with disabilities in Macedonia. The trainers are supposed to develop interactive training contents with instructions and remarks from the Special Educators from the project team. The training material will be afterward converted into SCORM package by the project team.

The training expert is expected to use the best mix of interactive training and learning techniques including formal lectures, games and quizzes, experiential learning, journey through simulated cases, and other learning methodologies.

Training areas:

- Communication and presentation skills
- Time management
- How to boost your self-confidence

- Preparing of resume , preparation for job interview and professionalism at the work place
- Being team player
- Networking
- Problem solving and critical thinking
- Financial literacy
- English
- Project Management

Responsibility:

- ✓ Develop a comprehensive curriculum for 1.5 week that complies with accessibility requirements and international standards
- ✓ Design handout materials for the training including training slides, reading materials, exercises, links for on-line resources, etc. in Macedonian language
- ✓ Prepare final quiz/assessment and grading scheme

The training expert will develop the materials under direct supervision of the Special Educators and the Project Manager.

Qualifications:

- ✓ Development of at least 3 training programs/courses in the topics listed above
- ✓ Experience with international donors (preferably USAID)
- ✓ Previous working experience with persons with disabilities (PWDs) would be considered as an asset.

Applications should be sent to the following mail with a subject line “Name of the training area” no later than 4th of November at: contact@ivotefoundation.org .