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Soft Skills Trainer

📍 Київ, 🕒 12 лютого 2024

Компанія: [EMA – Development and Mobility Agency](https://jobs.ua/company/id/1629740) (https://jobs.ua/company/id/1629740) ([Бсi](#) [вакансії](#))

Рубрики: [Наука, освіта, переклади](#)

Побажання до співробітника

Освіта: повна вища

Досвід роботи: від п'яти років

Опис вакансії

SOFT SKILLS TRAINER - For a soft skills course for students of 2 universities in Kyiv

Background

We have launched the 1st year of the **Cyber Security Academy for 40 students of two universities** – the National Aviation University and the National University of Kyiv-Mohyla Academy. The Academy consists of 2 modules - Hard Skills Course and Soft Skills Course.

The overall objective of the trainer is to enhance general soft skills of approximately 40 IT students under the Cyber Security Academy.

Scope of Work

The soft skills training will be offered to 40 students from both universities The training should address the development of soft skills of the students such as: – Communication skills – Interpersonal skills – Problem-solving skills – Teamwork – Interpersonal skills – Presentation skills – Negotiation, constructive feedback, critical thinking – Conflict solution – Gender issues, equality, diversity and inclusive workplace.

In the initial phase of this assignment, it is expected that the trainer conducts an individual assessment to determine how to deliver the training and take full responsibility for:

- Develop a tailored Soft-skills course curriculum (draft can be provided);
- Plan and conduct 2 lessons (2x120 min) a week – one lesson per university **online and offline**;
- Evaluate the progress of individual students to measure progress, identify barriers to learning and recommend actions to overcome them;
- Identify and provide useful resources and course material and mentor students in their use;
- Communicate and coordinate with the students;
- Consistently keep a record of participation of individual students and consult University management in case of repetitive absence;
- Ensure that the lessons are planned and delivered in a highly participative and interactive manner and responsive to the request and suggestions of the students;
- Provide administrative documents and photo documentation as requested;
- Other related tasks based on the agreement.

Duration and place of the work

The trainer will be contracted as a consultant (FOP) by EMA – Development and Mobility Agency and **hired for 2 months (8 weeks) for 50 hours (60 min / hour).**

The course is to be delivered online and offline at the university premises once a week at each university for a total of 2 hours (120 min) per each session starting from early/mid March. The teacher is responsible for making all logistical

arrangements for the course delivery, in close coordination with the University management.

Qualifications

- Minimum 5 years of professional experience in delivering Soft Skills training to various audiences;
- Extensive experience in building capacities;
- Excellent inter-personal communication skills including strong experience of facilitation of trainings/workshops and presentation;
- Proven and demonstrated ability to transfer knowledge to students, utilise principles, methods, techniques and systems of working with students;
- Excellent communication and written skills in Ukrainian;
- Reliability, flexibility and ability to adjust to change circumstances and needs.

Application

The interested candidates are invited to submit their proposal for this assignment by **23 February at digitalents.ua@migrationagency.eu**. Include **'Soft Skills Training UA'** in the subject line. **Please include your hour rate.**

The applications will be considered on a rolling basis, so early applications are highly encouraged.

The proposal should include:

- CV;
- Certification or documentation indicating applicant's skills;
- A technical proposal outlining experience and all steps that the candidate will take to carry out the course, including how the lessons will be planned and delivered and what course material will be used.

Контактна інформація

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