



## **Job Description**

**Position:** Chief Coordinator

**Indicative Job Description:**

The Chief Coordinator will be responsible for ensuring overall effectiveness of skills training programs by planning, managing, coordinating and implementing the activities undertaken for skills training in different training institutions to achieve the officially acknowledge training and job placement targets for AEOSIB-SEIP.

The major tasks of the Chief coordinator will include the following:

- i) Apprising AEOSIB-SEIP Standing Committee about the progress of training programs;
- ii) Ensuring that key staff of implementation unit are productive in terms of service delivery;
- iii) Responsible for achieving enrollment, training completion and job placement targets;
- iv) Updating, developing and finalizing course curricula/standards and relevant learning materials and ensuring quality of training program, assessment and certification;
- v) Responsible for expenditure with due diligence;
- vi) Keeping liaise with SDCMU for timely receiving of the grants;
- vii) Facilitation of external auditing, physical verifications and submission of periodical report on financial, training and placements.