



Call for Training Coordinator – Intercept Project

Jobsplus is seeking a suitably qualified and experienced individual to act as training coordinator in Malta for Project Intercept which is funded through the EEA & Norway Grants.

Project Overview

Investments in the green economy are going to be the key drive of post-pandemic recovery and are set to radically change our economy and society. In order to ensure that such transformation is inclusive and sustainable, policy makers shall be able to deploy new solutions to increase participation at all levels, particularly of the most vulnerable. INTERCEPT delivers an innovative scheme in three countries (Malta, Lithuania, Italy) equipping 300 inactive NEETs aged between 25 and 29 to seize their training and employment opportunities linked to the Green Economy.

For the scope of this call Malta is obliged to provide training to 100 youths.

Training Coordinator Duties

- Call participants before training initiates
- Send e-mail reminders to participants before start of training
- Answer participants queries (re – timetables, general info on training modules, online training links)
- Prepare, send and collect filled Training Agreement from participants
- Liaise with Venue provider
- Guide participants and trainers to reach training location
- Assist Trainers with timetable changes
- Ask for feedback and suggestions/improvements from Trainers on venue, sessions and students' engagement
- Update students list (still active and following training)
- Coordinate to schedule extra sessions (participants to follow 100% of training)
- Prepare attendance sheets for Trainers
- Coordinate to deliver questionnaires, assessments and attendance sheets and other supplies to trainers
- Coordinate the collection of the questionnaires, assessments and attendance sheets from trainers
- Inputting of the data in excel format of the information collected from the questionnaires and assessments
- Collect timesheets and invoices from Trainers
- Issue and distribution of certificate of attendance to participants
- Monitoring visits of training sessions (online and physical)

Eligibility Criteria and Remuneration rate

Interested applicants must be in possession of an MQF Level 6 qualification an MQF level 3 qualification or higher in Maltese and English and one year relevant work experience.

Participants will be paid at a rate of 15 euros per hour up to a maximum of 150 hours. Hours may be extended based on the exigencies of the project an on approval of Jobsplus Management.

Applications should be submitted via email to intercept@gov.mt by **Friday 2nd December 2022**. All applications will be acknowledged and treated in strict confidence.

The documents required along with the application are:

- Signed CV;
- Copy of Certificates; and
- Copy of MQRIC letter of recognition (applicable only when certificate is awarded by a foreign body)