



ICRC

JOB VACANCY

EXTERNAL

ICRC Logistic Support Centre in Nairobi is recruiting an experienced, highly motivated and qualified person to fill the position of:

REGIONAL LOGISTICS TRAINER

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organisation with the exclusively humanitarian mission to protect the lives and dignity of victims of war and internal violence and to provide them with assistance. It also endeavours to prevent suffering by promoting and strengthening International Humanitarian Law and universal humanitarian principles.

OVERALL RESPONSIBILITY

The Regional Logistics Trainer conducts regional planning, design, support and coordination of delivery for Learning and Development (LnD) activities for the Logistics Support Centre in Nairobi.

TASKS AND RESPONSIBILITIES

- Design, plan and implement regional Learning and Development programmes in the area of supply chain management;
- Pro-actively lead organization planning, preparation (administrative, logistical, contents/materials), facilitation and evaluation of training events (face-to-face trainings, webinars) and seminars;
- Conduct regular 'Learning Needs Assessment', on which basis priorities for training related activities and projects are defined and converted to strategies/action-plans, in order to meet the actual LnD needs of the Logistics population;
- Contribute to the design and implementation of new learning projects, such as development of course materials and resources, e-learning courses, and blended learning paths;
- Ensure all training events and plans are captured, maintained, disseminated and made available through updated calendars and training catalogue(s);
- Support, coach and develop the colleagues in the Logistics Support Centre (LSC), who assist in the delivery of training;
- Coordinate and promote mentoring programs, as well as maintain relevant rosters of mentors and mentees;
- Follow, support and when needed, guide staff professional development and assist to the definition and achievement of their professional development plans.

MINIMUM REQUIREMENTS AND COMPETENCIES

- Holder of a relevant Degree in learning and development or adult education;
- Eight (8) years relevant work experience, particularly in corporate learning and development (design and delivery), in the area of supply chain management;
- Excellent command of written and spoken English (proficiency in French considered a strong asset);
- Advanced Computer Skills (Word, Excel, PowerPoint) and experience working with e-learning authoring tools;
- Proficiency with multimedia tools (Photoshop);
- Certifications of Training of Trainers, or formal facilitators/coaches;
- Demonstrable experience in project management considered an asset;
- **Must be a Kenyan Citizen.**

APPLICATION

The interested candidates should submit their applications on or before **26th July 2024 at 4:30 pm** with the CV, motivation letter, including references details, supporting documents (Certificates, Diplomas etc) and **current and expected remuneration** to ICRC Logistics Support Centre, HR Department via: - **E-mail: lon_hr_rec_services@icrc.org**

The reference Regional Logistics Trainer must be stated in the application to be valid. If you do not clearly state the position for which you are applying & attach the required Degree & other supporting documents, your application will not be considered.

Only shortlisted candidates will be contacted.

ICRC does not charge a fee at any stage of the recruitment process. All applications are free for all candidates and no one should require any payment or compensation during the recruitment process. If the candidate is asked for any fee, he/she must report to ICRC HR Department through the recruitment contact. ICRC is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, colour or ethnic and national origins, religion or belief, or sexual orientation.