NATIONAL COUNCIL FOR PERSONS WITH DISABILITIES

# JOB DESCRIPTION: SKILLS TRAINER (LAUTOKA)

## CORPORATE INFORMATION

1. **Position Level**: Steps 1 – 4
2. **Salary Range**: $ 4.50 - $ 5.90
3. **Duty Station:** Lautoka
4. Reporting Responsibilities;
5. **Report to:** Centre Manager
6. **Liaises with:** NCPD Secretariat, Line Ministry, other stakeholders
7. **Subordinates:** Nil

**POSITION PURPOSE**

This role is designed to provide comprehensive support to students with disabilities. The primary responsibilities include designing of work plans, delivering specialized training, and offering ongoing support., The position aims to facilitate personal growth, vocational skills, and income generation for students with disabilities.

## KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Conduct basic skills training and oversee the overall achievements of the training through participation of trainees
2. Identifying and distributing lesson tasks to individual trainees according to their capabilities.
3. Ensure weekly work plans are provided and reports submitted
4. Ensure training materials and office stationeries are readily available
5. Identifying relevant training and provide support for income generating activities
6. Actively contribute to all corporate requirements of NCPD secretariat, including planning, budgeting and selection activities where required.

## KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Training program implemented and reviewed
2. Learning outcomes achieved
3. Timely submission of training report
4. Stock record purchased updated

**PERSON SPECIFICATION**

At least a pass in Fiji School Leaving Certificate or with three (3) years’ work experience in clothing and textile or art and craft. The appointee must be able to show empathy and can cope with the different learning outcomes and able to work well with persons with severe disabilities. A teaching certificate in disabilities will be an added advantage. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### Knowledge and Experience

1. Practical knowledge and experience in sewing and doing creative arts and craft.
2. Practical experience in working with diverse cultural background for persons with severe disabilities
3. Understanding the outcomes of training and provide relevant contributions
4. Understanding and abide by the rule of law governing the running of the institution.

**Skills and Abilities**

1. Ability to identifying individual strength /weakness and make appropriate training programs /adjustments
2. Good communication skills both in written and spoken English and able to understand the behavior/ action pattern of trainee’s (persons with severe disabilities) and act accordingly.
3. Ability to provide written reports and provide alternate solutions to challenges
4. Demonstrated skills /abilities to pursue income generating activities for trainees
5. Demonstrated ability to provide intensive care and safety for persons with severe disabilities

### Personal Character and Eligibility

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The National Council for Persons with Disabilities secretariat is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criterion will be considered in assessing the relative suitability of applicants.