



TVET Programming Assistant

Terms of Reference

Position: TVET Programming Assistant

Department: Training Department

Location: HER Lab, West Pokot

Reporting to: HER Lab Assistant Manager

Purpose of the Position:

Our partner, **Perur Rays of Hope** in West Pokot, is seeking a motivated and detail-oriented **TVET Programming Assistant** to support the development and implementation of technical and vocational education and training (TVET) programs. The TVET Programming Assistant will assist in coordinating training activities, supporting instructors, and ensuring the smooth day-to-day operations of the TVET program at HER Lab, in West Pokot County.

Key Responsibilities:

1. Program Coordination:

- Assist in scheduling and organizing TVET training sessions in various technical skills such as Plumbing, Electrical Wireman, Carpentry, Digital Literacy, Agribusiness, Regenerative Agriculture, Hairdressing, Catering, Sewing and Tailoring, Beadwork, and Entrepreneurship.
- Coordinate with instructors and trainers to ensure timely delivery of training materials and resources.
- Support the implementation of life skills training modules, including Communication, Leadership, Storytelling, Financial Literacy, and Reproductive Health.

2. Participant Support:

- Maintain accurate records of participant attendance, progress, and outcomes.
- Assist in the enrollment and onboarding process for new participants.
- Provide ongoing support to participants, addressing any issues or concerns that arise during training.

3. Administrative Duties:

- Prepare and distribute training materials, handouts, and other resources needed for TVET sessions.
- Assist in the preparation of reports, documentation, and presentations related to TVET program activities.



- Manage logistics for training sessions, including venue arrangements, equipment setup, and coordination of transportation for participants and trainers.

4. Monitoring and Evaluation:

- Collect and compile data on participant performance and program effectiveness.
- Assist in conducting surveys and evaluations to gather feedback from participants and trainers.
- Contribute to the analysis of data to identify areas for improvement and inform program adjustments.

5. Community and Partner Engagement:

- Liaise with local communities, partners, and stakeholders to promote the TVET program and recruit participants.
- Support community outreach efforts and attend meetings or events as needed.

Qualifications:

- Diploma or degree in Education, Social Sciences, Project Management, or a related field.
- Minimum of 3 years of experience in program coordination or administrative support, preferably in an educational or vocational training setting.
- Strong organizational and multitasking skills with attention to detail.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software.
- Ability to work effectively in a team and collaborate with diverse stakeholders.
- Familiarity with the challenges and opportunities in arid and semi-arid regions is an asset.
- Fluency in English; knowledge of local languages is an advantage.

Desired:

Priority will be given to alumni of the Global Give Back Circle at HER Lab, West Pokot.

Application Process:

To apply for the TVET Programming Assistant position at Perur Rays of Hope, please submit your updated resume and a cover letter detailing your interest in the role and how your skills and experiences align with the responsibilities outlined. Applications should be sent via the online application portal [here](#).

We look forward to receiving your application and potentially welcoming you to our team in West Pokot!