



UITP (International Association of Public Transport) is a passionate champion of sustainable urban mobility and is the only worldwide network to bring together all public transport stakeholders and all sustainable transport modes. We have more than 1,700 member companies coming from 100 countries. Our members are public transport authorities and operators, policy decision-makers, research institutes and the public transport supply and service industry.

We are currently looking for a:

Training Manager **Position based in Turkey/Istanbul**

Part of the Academy Unit, the person will be in charge of identifying the needs of our members in terms of training, organizing them and delivering UITP Academy's trainings.

RESPONSIBILITIES

1. Identifies the needs for customized training programmes in order to meet requirements of the clients/members
2. Involves in business development activities for customized training programmes
3. Is in charge of negotiations of Contracts and Contract Management for Training and Training Centre Contracts
4. Works with Head of Training Unit and internal/external experts to adapt the current programs of Training portfolio to the needs of clients
5. Selects Trainers from UITP Database for courses and actively look for potential trainers
6. Leads the implementation and delivery of courses in necessary on site
7. Attends a majority of courses on site
8. Moderates the training programme on the spot if needed
9. Is in charge of methodology & knowledge management: coordination with experts, developments of workshops, support to PPT developments, trainer development etc.
10. Portfolio Project management: planning, budget, procedures, resources etc.
11. Quality control: content & organization
12. Supervises & operates of Logistics
13. Acts as trainer on certain topics that he/she develops competency
14. Acts as moderator for all topics
15. Supports & operates the in-house courses
16. Supports to marketing & sales of the training programmes
17. Is in charge of the project management from A to Z: defining the needs, writing the proposals/programs, negotiating with clients, venues and with internal or external trainers, taking care of the implementation and follow up of the sessions
18. Develops joint training programmes with International Organisations (a.o World Bank, UN Agencies, etc.), prepares proposals and is in charge of answering to tenders
19. Supports the open calendar programmes and works together with project managers from regional offices

20. Involves into Peer Review and other business related services of UITP when needed
21. Fulfills his/her responsibilities and tasks according to the RISE values of UITP.

PROFILE

- University degree
- Strong interest for the sector
- Being able to be trainer and to deliver public speeches (in English)
- Experience of Contract Management, Negotiations, Budgeting, Financial and KPI management
- Strong understanding of needs of emerging countries
- Organizational skills
- Ability and willingness to travel
- Excellent written and spoken English, other languages are an asset
- Good relational competences (sense of listening, empathy, ability to lead group discussion, team work, diplomacy)
- Service oriented Capability to work both in team but also autonomously with limited set of inputs
- IT literate
- Sense of initiative, problems solving
- Ability to work under pressure
- Integrity and professionalism

UITP offers an opportunity to work in a dynamic and international environment and contacts with its members worldwide.

Deadline for application: 25/09/2020

Contract under Consultant Status

Starting date: Late 2020/ Early 2021