



JOB DESCRIPTION: INTERN TRAINING COORDINATOR

Department: Service Delivery

Reports to: Training Coordinator

Location: Dar es Salaam, Tanzania

Job Purpose

The Intern Training Coordinator will support the Service Delivery team in preparing, coordinating and documenting HEBO's physical and virtual training programmes. The role offers practical exposure to training coordination, customer experience and programme administration within a professional project management capacity-building environment.

Key Responsibilities

- Support the preparation and setup of physical and virtual training sessions in accordance with HEBO guidelines.
- Assist with on-ground coordination during classes, workshops and other learning activities.
- Welcome participants, open sessions and provide basic orientation when assigned.
- Prepare and distribute training materials and ensure participants have the required information and access.
- Record and maintain accurate participant attendance.
- Provide basic technical and administrative support during virtual sessions.
- Support trainers and participants throughout training delivery.
- Assist in collecting participant feedback and preparing training reports.
- Maintain organised training records, documents and programme files.
- Support post-training activities, including follow-ups and certification documentation.
- Perform other related duties assigned by the Training Coordinator.

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Qualifications

- Bachelor's degree in Education, Project Management, Information Technology or a related field.
- No prior work experience is required.
- Basic proficiency in Microsoft Office, Google Workspace and virtual meeting platforms is an advantage.

Required Attributes

- Strong work ethic and sense of responsibility.
- Willingness to learn, receive feedback and grow professionally.
- Flexible, adaptable and comfortable supporting evening or weekend training sessions when required.
- Good verbal and written communication skills.
- Organised and attentive to detail.
- A collaborative team player with a service-oriented attitude.
- Creative, innovative and willing to take initiative.
- Alignment with HEBO's mission, values and commitment to developing project professionals across Africa.

Internship Opportunity

The successful candidate will gain hands-on experience in training coordination, programme administration, customer experience and professional service delivery while working closely with HEBO's training team.