
1. Introduction

To realize the Ethiopian Institute of Financial Studies (EIFS') vision of being a fully-fledged independent center of excellence for enhancing the development of human resources of the Ethiopian Financial Services Industry, one of the focus areas is to develop, deliver and update the institute's training programs continuously. While training facilitators and material developers are expected to bring expertise and diversity in the training programs of EIFS and support its endeavor.

From the EIFS practices in the past it is quite easy to find trainers as there is a lot of trainers in the financial institutions and the market. But it is not easy to sort out the good trainers who can convey knowledge and skills professionally to the finance service industry employees.

Currently the EIFS nominate trainers from the trainers pool kept in the EIFS for technical training programs both in bank and insurance disciplines. However, there is no evidence that the trainers passed through formal trainer's selection processes.

Therefore, in order to select the right trainers for the institute and ensure that the EIFS training service users are benefited from what they paid, this freelance trainer's selection guideline has been developed. All freelance trainers should pass through the selection process to be included in the EIFS trainer's pool.

The guideline includes the objective, scope, selection criteria and implementation.



2. Objective

The overall objective of the trainer's selection guideline is to develop and ensure consistent process in the selection of freelance trainers to the EIFS from the local financial industry. The specific objectives of the guideline are to:-

- 2.1. Institute fair and transparent guidelines for the recruitment and selection of trainers;
- 2.2. Create an equal , and fair opportunity for all eligible candidates to participate in the selection process; and
- 2.3. Protect trainees from poor training interventions by creating a pool of professional trainers and develop a robust trainer's pool within EIFS.

3. Scope

This guideline shall be applicable to employees of the finance service industry interested to be free lance trainers for the EIFS.

4. Definition

In this guideline unless the context requires

- **Interview panel** refers to a team entrusted to interview and select freelance trainers.
- **Freelance trainer** refers to a trainer selected by the selection committee to do specific training temporarily on hourly or daily basis, rather than working on a regular salary to the Institute.
- **Knowledge** refers to educational qualification of the freelance trainer.
- **Skill** refers to work experience, training courses presented and attended, consultancy service offered and research works handled etc
- **Financial institutions** refer to both state and private owned banks, microfinance institutions and insurance companies.