

Job description

Job title: Training and Curriculum Development Specialist (TCDS)
(100%)

1. Project integration

Project Unit	PCU and relevant Government Training Institute
Wage scale	TBD
Location	Dhaka, Bangladesh

2. General description of job

The TCDS for the Government Training Institute for Local Government Institutions reports to the NGPC and has an involvement in adjusting into the National CapDev framework selected modules and tools from the training packages produced by Sharique. Much of the role will be to work with training staff of the Government Training Institute for Local Government Institutions. It requires some understanding of what Sharique developed in terms of training modules. However, the core skills of this position are capacity building of national institutes, seniority in teaching and curriculum development, and understanding of professional development, in particular of public servants. This is a senior professional able to build credibility and coach an institution in a short period of time. The ideal candidate will have both coaching and organizational capacity building skills as well as teaching and curriculum development skills. One of the main responsibilities and deliverables of the individual will be an updated curriculum by the Government Training Institute for Local Government Institutions and mechanism to provide training to UP in a decentralized way.

3. Specific tasks and responsibilities

RESPONSIBILITIES	TASKS
1. Capacity building of the staff of the Government Training Institute for LGIs 30% of time	<ul style="list-style-type: none"> - Coaching and training of the staff of the Government Training Institute for Local Government Institutions in charge of training - Introducing Sharique modules to the Government Training Institute for Local Government Institutions together with Project Coordination Unit(PCU) and other relevant government training institute like, IPF, NAPD and supporting understanding and acceptance of the modules - Supporting the Government Training Institute for Local Government Institutions to deliver the listed outputs of the programme <ul style="list-style-type: none"> • Develop respective ToR for the Government Training Institute for Local Government Institutions together with the NGPC (National Government Management Partners Coordinator) • Develop an action plan of implementation with specific deadlines and deliverables - Assess the institutes' and raining staff needs for capacity building in raining and curriculum development and organize training and mentoring from inside of Sharique or from outside - Other activities as needed
2. Technical advice on curriculum	<ul style="list-style-type: none"> - Guides the incorporation of Sharique modules in coordination with other relevant training institute like, IPF and NAPD - Assess existing curriculum under the CapDev and develop an action plan for the updating

RESPONSIBILITIES	TASKS
development- 50%	<p>of the strategic planning and Finance Management(PFM) modules</p> <ul style="list-style-type: none"> - Analyze together with the Government Training Institute for Local Government Institutions the existing materials on strategic planning and PFM and identify the gaps - Review together with the the Government Training Institute for Local Government Institutions the Sharique modules on PFM and SP and define areas which need to be adjusted according to NILG/LGD requirements for capacity building, current legislation and the UP Act. - Together with the Government Training Institute for Local Government Institutions adjust their existing modules on SP(strategic planning) and PFM and incorporate the modules of Sharique into the curriculum, considering the adjustment points from the Government Training Institute for Local Government Institutions - Assists with developing manuals and guidelines for the revised curriculum - Supervising, supporting and mentoring the Government Training Institute for Local Government Institutions during the efforts of institutionalization of Sharique local governance practices and tools - Working with programme's actors (including NGOs, UP association) on enhancing coordination across all outcomes of the project - Linking programme's results with policy makers and LGI capacity development service providers to raise awareness over capacity building in local governance. - Supports NILG to develop an outcome-based monitoring methodology and competency level assessment techniques for UPs and for prospect training service providers - Supports the design and delivery of training by the Government Training Institute for Local Government Institutions to the designated UP capacity building partner agency at district level - Contributes to enhancing the role of the Government Training Institute for Local Government Institutions LG as capacity building provider and oversight agency of de-concentrated training for UPs - Contributes to enhancing the training methodologies of the Government Training Institute for Local Government Institutions by incorporating new techniques and methodologies in the classroom. - Is involved in coordinating the activities between the Government Training Institute for Local Government Institutions and the district based UP capacity building partner.
3. Representation, knowledge management and communication- 20%	<ul style="list-style-type: none"> - Supports the Government Training Institute for Local Government Institutions in becoming the strong central actor on capacity building of LGIs. - Facilitates meetings with national actors to define and strengthen the role of the Government Training Institute for Local Government Institutions. - Serve as liaison contact of communication between the Government Training Institute for Local Government Institutions and PCU. - Contributes to the knowledge management of the project

4. Competency profile

1. Basic education

Mandatory

- MA. in teaching, Public Administration, or Development Studies

Desirable

- Master's degree in adult education

2. Further training or specific skills

Mandatory

- Specific training in organizational development
- Specific training in teaching and curriculum development
- Strong skills in writing both in English and Bengali

<p>Optional</p> <ul style="list-style-type: none"> • Specific training in gender and rights based approaches • Specific knowledge

3. Professional experience

<p>Mandatory</p> <ul style="list-style-type: none"> • A minimum of 10 years relevant work experience in teaching adults and developing comprehensive curriculums with more than one subject • Exposure to international organizations with strong reference on public administration or local governance • Proven records of curriculum design and development • Demonstrated ability in coaching national institutes towards success

<p>Optional</p> <ul style="list-style-type: none"> • Experience in local governance & decentralization projects; • Demonstrated competences of taking initiative resulted in major success for the organization • Demonstrated capacity of innovative thinking • Ability to inspire enthusiasm, lead, and aspire teams to successful results
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4. Methodological and/or leadership competencies

<p>Mandatory</p> <ul style="list-style-type: none"> • Complex (country wide) Curriculum development • Project cycle management, project administration, coaching facilitation skills, methods and tool to promote good governance and gender and rights based approaches
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<p>Optional</p> <ul style="list-style-type: none"> • Training skills as master trainer

5. Social and personal competencies

<ul style="list-style-type: none"> • Outstanding social, team building and communication skills
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6. Languages

<p>Mandatory</p> <ul style="list-style-type: none"> • English (fluent) verbal and written • Bengali (fluent) vernal and written

7. IT skills

<p>Mandatory</p> <ul style="list-style-type: none"> • Standard IT skills

<p>Optional</p> <ul style="list-style-type: none"> • IT skills for budget sheets and formulas
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Signatures:

<p>Position holder Date</p>	<p>Signature: name employee</p>
<p>Direct Line Manager Date</p>	<p>Signature: name line manager</p>