

HELVETAS Swiss Intercooperation Nepal

Job Description

Job Title:	Training Management Officer
Project:	Safer Migration Project (SaMi)
Location:	Project Management Unit, Safer Migration Project, HELVETAS Swiss Intercooperation Nepal, Lalitpur. The Training Management Officer will spend around 70% of the working days on visiting project districts outside of Kathmandu Valley.
Reporting to:	Team Leader, Safer Migration Project

Job purpose:

The Training Management Officer is responsible to ensure proper and effective implementation of training activities, ensure quality of trainings, and lead to develop customised training curriculum/packages including training manuals. S/he will be also responsible to coordinate the initiatives on legal support to victimized migrant workers. Apart from the thematic responsibility; the incumbent will also act as a focal person of assigned project districts.

Overall duties and responsibilities of the incumbent are as follows:

1. Compliance of Policies and Guidelines

- Be accountable to the HELVETAS Swiss Intercooperation Nepal Country Programme, HELVETAS Swiss Intercooperation Policy, Manual and the Basic Operational Guideline.
- Adhere to the Safety and Security Plan/Security Response Guideline (SSPN/SRG); HELVETAS Swiss Intercooperation Nepal's Code of Conduct against Corruption; Sexual Harassment & Mobbing Policy and other related policy and guidelines.
- Contribute to Conflict Sensitive Programme Management at all levels.

2. Planning, Implementation and Quality Assurance of training component

- Take lead and manage overall training component of the project independently.
- Support Project Management Units in preparing YPO especially on training components.
- Identify training needs of SaMi project staffs, national and district level NGO staff including board members, national and district level government officials on a regular basis.
- Take a lead in developing customized training curriculum/packages including manuals and materials as required.
- Organize training events and conduct trainings including few events requiring specialized thematic trainers.
- Prepare roster of training facilitators and support in selection of appropriate facilitators/trainers.
- Conduct ToT and ensuring quality of training provided by others.
- Mobilize resource persons effectively and ensure timely completion of activities as planned.
- Ensure quality of the trainings delivered using appropriate tools and process.

3. Capacity Building of Partners

- Support/collaborate with Project Coordination Unit (PCU) in conducting various trainings as per PCUs plan.
- Support/collaborate PCU in conducting capacity building, (MoLE, DoFE, FEPB, FET) and orientation to stakeholders such as Recruiting agencies, registered agents, branch offices of RAs.
- Support LSPs in developing plan for implementing training activities and its proper execution.
- Support LSPs in developing training contents and hiring appropriate trainers.
- Support planning and execution of organizational capacity building initiatives for management unit's staff and LSP staff.
- Support Senior Programme Officer in implementation of legal initiatives.

4. Monitoring and Documentation

- Ensure quality and timely submission of training reports by trainers.
- Prepare comprehensive reports of trainings including feedbacks and lesson learnt.
- Support Monitoring and Information Officer in information and knowledge management of training related initiatives.

5. Required Education, Experience and Competencies

Education:

Master Degree in Social Science or in other relevant field with at least 5 years of relevant experience (in the area of managing and delivering trainings to people of different levels - from grassroots to strategic). Law background will be an advantage.

Experience and competencies:

- Experience in identifying training needs of people of grassroots to strategic levels
- Experience with participatory and innovative training and facilitation methodologies
- Experience in developing customized training curriculum, manuals and materials
- Experience in managing and conducting training events
- Experience in conducting TOT and monitoring qualities of trainings conducted by others
- Experience in organizational capacity building of NGOs
- Excellent coordination and communication skills
- Excellent in written and spoken Nepali and English
- Good team player
- Sensitive to poverty, cultural diversity, gender & social inclusion
- Familiarity with the judicial and legal mechanism; understanding of migration issues will be an advantage
- Proficiency in using MS Office application
- Experience in supervising field staff

Approved by _____

Date: _____

Incumbent's Signature _____

Date: _____

Supervisor's Signature _____

Date: _____