

VACANCY ANNOUNCEMENT

Job Title: Training Manager
Department: PROPEL Technical
Reports To: Community Engagement Program Manager
Location: Juba, South Sudan
Prepared Date: 18 February, 2016



ESSENTIAL DUTIES AND RESPONSIBILITIES

Promoting Resiliency through Ongoing Participatory Engagement and Learning (PROPEL), will engage and empower 54 communities in South Sudan through a process of community-driven development and associated assessments. PROPEL's inclusive mobilization will emphasize grant disbursement as an engagement incentive, and will focus on building the capacity of local community leaders, NGOs and CSOs to sustain the program's success beyond the life of the project. The program will be based in Juba with three field offices.

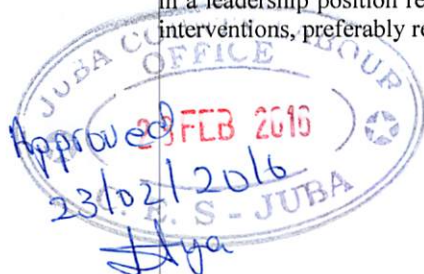
The Training Manager will support the development of training curriculum local NGOs and CSOs engaged in community mobilization, community members, civil society stakeholders, and program staff by the program's technical specialists, maintain the library of training materials, institute systems for reviewing training quality, and manage the scheduling and planning for professional development trainings delivered in-house. The Training Manager will also be responsible for overseeing the staff development program for PROPEL staff. He/She will collaborate with supervisors to conduct a skills gap analysis at the outset of the program that will inform the development of an in-house training program, then will guide employees and supervisors in preparing and monitoring progress of Professional Development Plans.

SPECIFIC RESPONSIBILITIES:

- Collaborate with supervisors to conduct a skills gap analysis at the outset of the program that will inform development of an in-house training program.
- In collaboration with subject matter experts, oversee the design, revision, adaptation, and finalization of program training modules and materials, including ToT and staff training.
- Work closely with the PROPEL Gender & Youth Manager to ensure that gender and youth issues are mainstreamed in all PROPEL internal and external training.
- Help develop and implement training in a common CDD methodology for USAID partners and other stakeholders and share experiences and lessons through a learning network.
- Work with the PROPEL Community Engagement Program Manager on tailoring Global Communities' PACE modules with input from CRS and local partners for ToT with community mobilizers and local partners. Continue to refine these modules over the life of the project
- Coordinate quarterly targeted training and ongoing coaching for local partners in areas such as human resources, grants management and monitoring & evaluation to ensure their ability to successfully carry out and report on their responsibilities under PROPEL while strengthening their overall organizational capacity.
- Contribute to work plans, donor reports, success stories, and other deliverables as required
- Work with the M&E Manager to develop monitoring plans and tools to monitor and evaluate the impact of training sessions
- Maintain accurate and complete files of training materials and documentation; establish filing system and train local staff to utilize the filing system
- All other duties as assigned.

QUALIFICATIONS

- Minimum of eight years of professional experience, including at least three years of experience in a leadership position responsible for developing, managing, and/or implementing training interventions, preferably related to community driven development initiatives.





- Experience in performing training needs assessments, developing corresponding training programs and evaluating training impacts.
- Experience working on USAID-funded programs.
- Demonstrated computer and typing skills; Excel and Word skills are essential.
- Excellent communication and organizational skills.
- Must be able to work in collaboration with both national and international staff.
- Ability to work independently on multiple tasks.

EDUCATION and/or EXPERIENCE

- Degree in a related field

LANGUAGE SKILLS

Fluent in written and spoken English and at least one South Sudanese local language. Must be able to read and interpret documents, and communicate with others as necessary to perform job duties effectively. .

WORKING CONDITIONS

Able to sit at a computer and operate a keyboard, for extended periods of time.

APPLICATION PROCEDURE

Global Communities will continually review applications received and reserves the right to fill the position before the deadline for the application.

Interested candidates should submit their applications and updated CV, by March 4th 2016, either by email to, ssvacancies@globalcommunities.org

NO Hand Delivering Application, All applications and CV have to be send to the above email address

Please Note, this position is Open to South Sudanese nationals only, Global Communities is an equal employment opportunity employer and strongly encourages qualified female candidates to apply.

