



ICRC

International Committee of the Red Cross
ICRC Compound, Ministries Road, Amarat Juba, South Sudan



JOB OPENING
ASSISTANT II (TRAINER)
Based in Juba

The International Committee of the Red Cross (ICRC), an impartial, neutral and independent organisation striving to protect and assist the victims of war and internal violence, has been working in South Sudan since 1986. The ICRC is looking for an enthusiastic and motivated person for the above position based in Juba.

Main Duties & Responsibilities:

- Takes part in the training need assessments when requested by the hierarchy; identifies the training needs of the ICRC staff in South Sudan for institutional and non-institutional courses and keep the list of candidates updated at all times; Informs and shares the assessment results with the delegation
- Contributes to the adaptation of the trainings to the context and to the development of the new trainings based on the specific training needs of the delegation; with the support of the hierarchy defines SMART objectives for ad hoc trainings identified in the need assessment
- Assists the Trainer on drafting the yearly planning for the "Working in the ICRC" course; in collaboration with the hierarchy and the management, contributes to the selection process of participants for the institutional courses and make sure that they have been budgeted during the Pfr; briefs resource persons and providing them with the respective training documentations
- Deliver and/or co-facilitate institutional standard trainings (Working in the ICRC, Effective Presentation Techniques, Personal efficiency, Staff Integration Programme and so on).
- In co-operation Sub-delegations conduct Training Needs Analysis (TNA) in order to adapt existing training or develop an ad hoc response on the identified training needs.; participate in the conduct of the transfer and impact evaluation (Kirkpatrick evaluation model).report and document results of training; co-represents LnD unit, Juba in different meetings, such as the annual LnD meetings in GVA or the annual training relays meeting.
- Supports staff whose contract with the ICRC is terminated because of a decrease of ICRC's activities to find a new employment. Offer them the course "How to apply for an employment after the ICRC"
- Adapts the programme to the audience's needs and level and present different modules of the "Working in the ICRC" course, which lasts in general two days, invite and brief resource persons according to topics / availability / target population
- Explains to the selected participants the different steps of the whole SIP learning path (Working in the ICRC, Foundation Module, Basic Module, Reinforcement Module)
- Distributes the Foundation Module (Preparatory kit) and explain how to proceed with this tool; Manages the stock of Foundation Module; eexplains the functioning of the learning platform for those who wish to use this tool for the Foundation Module
- In collaboration with the hierarchy and the management, ensures that participants working in remote structures benefit from a similar support as those working in the delegation; Conducts the satisfaction evaluation (and learning evaluation when needed)
- Contributes to transfer evaluation when needed (briefing of concerned staff, distribution and collection of questionnaires, arranging for interviews); Makes sure that training conducted by external providers is evaluated
- Writes course reports for the above-mentioned courses; Writes contribution for the quarterly institutional report

Minimum Required Knowledge & Experience:

- Bachelor Degree or equivalent higher education degree in business administration, management, HR, education or social sciences; Post Graduate or Master's Degree is an asset.
- 3-5 years' experience in administration, client or public relations or in a field related to the training
- Fluent with a wide knowledge in English and Arabic; expert in computer knowledge
- Skilled in the following competencies: Communication (written & verbal), Negotiation, Representing the ICRC; Planning, Organization & Assessment; Responsibility & Autonomy;

Interested candidates should submit their application clearly marked "**Assistant II (Trainer)**" (including C.V. written in English and copies of certificates) at latest **Wednesday, 25th January 2017** to **The HR Manager**;

either At the ICRC reception : **Juba, Wau, Bor, and Rumbek**
or By email to : **jub_recruitment_services@icrc.org**

Only short-listed candidates will be contacted. Application files not retained will not be returned.