JOB DESCRIPTION AND PERSON SPECIFICATION

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| **Job title** | Regional Training Coordinator (TC) |
| **Date** | April 2016 |
| **Start date** | 15 June 2016 |
| **Purpose** | To ensure a high quality offer of trainings and services to humanitarian partners in the region |
| **Responsible to** | Regional Business and Program Developer / Regional Team Leader |
| **Responsible for** | Coordination and performance control of Associate Trainer pool |
| **Location** | Nairobi, with frequent travel in the region (up to 50%) |
| **Period** | 6 months fixed term full-time post, with possibility of renewal subject to funding |
| **Salary** | KES 325,000 basic salary / month + social insurance (health, pension, accident) |

**REDR AND THE WORK WE DO**

RedR UK is an international humanitarian NGO which since 36 years supports aid organisations and other humanitarian actors across the world by developing skills and providing expertise.

Its main objectives are to improve humanitarian effectiveness in all stages of the disaster cycle by developing the capacity of organisations and their staff who are engaged in humanitarian action.

We are doing this by bringing together the expertise of humanitarian agencies, the private engineering sector, governments/authorities, professional institutions and academia to enhance knowledge and quality of response.

In 2011 RedR UK opened an office in Nairobi in response to both acute and prolonged humanitarian crises in the region and with the main objective to strengthen the capacities of national humanitarian staff and organizations. By now a pool of 40 regional humanitarian experts and trainers are providing humanitarian capacity-building and technical expertise in Somali, Kiswahili, French and English. In 2015 we delivered 54 courses across the region (Kenya, DRC, Somalia, South Sudan, Rwanda) and trained 929 humanitarian aid workers, 90% of whom were local staff.

**JOB DESCRIPTION**

**Main Duties and Responsibilities:**

1. **Develop and manage RedR UK’s offer of open and tailor-made trainings in the region**

(Open trainings refer to a set of humanitarian trainings offered to partners on a calendar basis whilst tailor-made describes humanitarian stakeholders’ bespoke trainings and services requests)

**Related tasks**

* The TC is responsible for all Open (OT) and Tailor-made (TM ) and other services to humanitarian partners (technical advice, assessments, coaching/mentoring, evaluations etc.) in the region. This includes also the related financial planning, management and quality control
* In coordination with the Business and Program Developer / Team Leader the TC ensures an appropriate representation of RedR UK in all relevant humanitarian coordination forums (IAWG, Kenya, Somalia, Ethiopia and South Sudan NGO consortia, capacity building focus groups etc.)
* The TC shall develop and maintain a robust regional network of humanitarian partners who would both use and shape RedR UK’s humanitarian capacity building portfolio
* One of the responsibilities of the TC is to engage and develop partnerships with other training providers in the region where appropriate
* The TC leads periodic training needs assessments and researches in the region to inform the appropriate design and selection of OT/TM in coordination with the technical focal point in HQ
* The TC is responsible for the M&E management and analysis of OT/TM in coordination with the technical focal point in HQ
* Together with the Quality and Learning Manager at the London office the TC leads the development/adaptation of course contents and training materials through the Associate Trainers
* The position is responsible for marketing, appropriate costing, and where appropriate, cost-recovery of OT/TM and other services
* The TC ensures the quality control of all trainings and their alignment with the global and regional RedR strategies in coordination with the technical focal point in HQ
* In liaison with the Communication Department in the London office the TC is responsible for the regular update of the relevant parts of the RedR UK webpage (regional training calendar, course finder, fact sheets, pricing
* Any other task as instructed by the Team Leader

Deliverables in the first 6 months

* At least 1 contextual training needs assessment is carried-out
* Successful organization of at least 10 open trainings in the region
* Successful organization of at least 15 tailor-made trainings/services in the region

1. **Selection, management and performance control of RedR UK’s regional pool of trainers and consultants**

**Related tasks**

* Provide leadership to pool of Associate Trainers (AT) and AT Assistants (ATA). This includes the coordination, administration and performance control of the pool members
* Organize periodic call and selection process for new AT applications
* Organize periodic AT capacity building (ToT, specialization, mentoring)
* Review/implement AT/consultants’ security protocols
* Review training reports submitted from AT and ATAs
* Any other task as instructed by the Team Leader

Deliverables in the first 6 months

* 1 complete selection cycle of new Consultants and Trainers, which results in the recruitment of at least 5 new Associate Trainers
* 1 complete review cycle of existing Associate Trainer pool

The position is based in Nairobi but requires extensive travel in the region (South Sudan, Somalia, Ethiopia, Great Lakes Region etc.).

Contract: Initially 6-months fixed term contract with a basic monthly salary of 325,000 KES

**PERSON SPECIFICATION**

Essential Requirements

* Post-Graduate Degree
* Background in Learning and Development and extensive training experience
* Excellent networking skills
* Excellent marketing skills
* Good knowledge of the regional humanitarian context and the national and international NGO community
* Humanitarian field experience
* Costing / budgeting skills
* High degree of initiative and effective workload management skills
* Ability to represent the organisation externally and to develop networks
* Excellent interpersonal and team skills
* Computer literacy in MS Office
* Willingness and ability to undertake travel regionally to often insecure and difficult environments for periods of up to 2 weeks / month
* Excellent English

**Desirable Criteria**

* Experience working in a training/capacity building organisation or in related projects
* Experience in humanitarian needs assessment, children in emergencies programming or monitoring and evaluation
* Proven experience of identifying, contracting and managing consultants
* Experience of assessment of learning
* Fluency in French

**Reference documents**

* RedR Sub-Saharan Africa Regional Office 2016-18 Strategy
* “Global Reach, Local Impact” RedR UK Global Strategy 2014 – 2019
* [www.redr.org.uk](http://www.redr.org.uk)
* RedR UK Consultant Handbook and annexes

**How to apply**:

Submit complete relevant application form, updated C.V. and cover letter indicating the **position on the subject line** via to **HR.Kenya@redr.org.uk** by 1st May, 2016.

Attached Application form

Shortlisted candidates shall be contacted