

50-H-3

Approved



12/11/2024



Job Title	Training Officer
Reports to Position Title	Project Manager
Research Project Title	Promoting The Vancouver Principles in Sub-Saharan Africa (PVPSSA)
Faculty/ Department	The Dallaire Institute's African Centre of Excellence
FTE (based on 35 paid hr work week)	100%
Duration	12 months. Full-time
Date Created/Updated	May 2024

### About the Research

Lt. General Romeo Dallaire founded the Child Soldiers Initiative in 2007 and Dalhousie University, Halifax, Nova Scotia, provided a home to the Initiative in 2010. In 2020, the Initiative became the Dallaire Institute for Children, Peace and Security, an international repository of expertise, research, and advocacy to prevent the recruitment and use of children in armed violence. The Dallaire Institute is the co-developer of the 2017 Vancouver Principles on Peacekeeping and the Prevention of the Recruitment and Use of Child Soldiers. As part of Dalhousie University, the Dallaire Institute hosts a prestigious Tier 1 Canada Research Chair on International Peace, Security and Children and offers undergraduate and graduate courses. Through academic and practitioner training and community engagement, the Dallaire Institute's interdisciplinary and applied research advances innovative strategies for preventing the recruitment and use of children in armed violence. The Dallaire Institute is supported through private, public and international contributions.

To achieve this important objective, the Dallaire Institute conducts activities on four fronts:

- World-class, interdisciplinary research to build and share knowledge, which in turn leads to new solutions.
- High-level advocacy activities to create and promote the political will to end the use of children in violence as central to the achievement of global peace and security.
- Education and programming to sustain the efforts to make the recruitment and use of children as soldiers unthinkable by inspiring leaders, educators, and policy makers to implement new approaches, conduct research, and actively share their knowledge on the prioritization of the children's rights upfront approach.
- Comprehensive, prevention-oriented training to security sector actors, in the service of broader security sector reform, as well as collaboration with civil society to create and implement tools that protect children from the dangers associated with recruitment.

### **Job purpose**

The Training Officer is responsible for supporting the planning, coordination, and execution of training workshops for the Dallaire Institute's projects. This role will work closely with the Project Manager, the programs and curriculum design team, the MEAL team, and other staff to ensure the smooth delivery of training activities across multiple projects and countries. The Training Officer will also manage logistics, track training data, and contribute to the development of training materials and reports.

### **Duties and responsibilities**

#### **Planning and Coordination:**

- Ensure the training-related activities and required resources are comprehensively and reasonably embedded in the project plans and budgets.
- Develop, maintain, and disseminate a training calendar.
- Organize and coordinate meetings related to training preparation and follow-up.
- Identify challenges in training processes and propose solutions.
- Prepare detailed training checklists and ensure all involved parties are informed and prepared.
- Maintain and update the database of trainers, including their training history and contact information.
- Act as the primary point of contact for trainers, providing necessary materials and information.

#### **Logistics:**

- Support logistical arrangements for him/herself and other trainers, including travel, accommodation, visas, and security checks.
- Coordinate with other consultants and the Operations Team to manage contracts and payments.
- Ensure all training documentation is collected, organized, and filed appropriately.

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#### **Training Delivery:**

- Assist in the review and preparation of training materials.
- Coordinate the delivery of training sessions, ensuring the availability of all required resources.
- Facilitate daily debriefs with the training team to review progress and address any issues.
- Ensure evaluation forms and feedback are collected and summarized at the end of each training.

#### **Post-Training Activities:**



- Lead the preparation of After-Action Reports, summarizing key findings and recommendations.
- Document and share training-related best practices and lessons learned to influence relevant curriculum review or training delivery methodologies.
- Work closely with MEAL colleagues and other relevant ACoE/HQ focal points to translate MEAL outcomes into compelling narrative report (when required).
- Submit expense reports and ensure all receipts and documentation are organized and filed.

### **Qualifications**

#### **Requirements**

- Bachelor's Degree in International Development, Education, Management, or a related field.
- Minimum 2 year's experience in training delivery and coordination, or a related role.
- Fluent in English, with excellent written and verbal communication skills.
- A minimum of 7 years of security sector experience in training development, especially with security sector institutions in the African context.

#### **Skills**

- Strong organizational skills and attention to detail.
- Excellent ability to forge relationships at all levels and work across multicultural, multilingual, and multidisciplinary teams.
- Ability to work effectively under pressure and manage multiple tasks simultaneously.
- Proficiency in Microsoft Office, particularly Word and PowerPoint.
- Adept at handling confidential information with discretion.

#### **Knowledge**

- Understanding of training coordination and project management principles.
- Ability to communicate technical concepts to colleagues.
- Understanding of children's rights, including international and national human rights frameworks, and peace and/or security sector operations.

#### **Assets**

- Experience working in international or non-profit organizations.
- Professional working proficiency in other languages, especially French or Portuguese.
- Certification or qualification in project management.

### **Working Conditions**

**Presential role:** Due to operational requirements, the successful applicant is required to work in person.

The position is based in South Sudan, with the need for regional travel up to 50% of the time.



### **Supervisory/Managerial Responsibilities**

This position is an individual contributor role, working closely with the PVPSSA country team and other staff members.

NA

The email address to apply for the job: [dallairehr@dallaireinstitute.org](mailto:dallairehr@dallaireinstitute.org)

Dateline: 29 Nov 2024

Contact phone:0921888881

The applicants should apply online, not hardcopy. Online application only.

A handwritten signature in black ink, appearing to be 'R. Dallaire', written over a large, loopy oval shape.

