



JOB DESCRIPTION AND QUALIFICATIONS

Job Title:	Training Officer for ACE LEDMP.
Division:	Operations Division (OPS).
Duty Station:	Jakarta, Indonesia.
Reporting To:	Preparedness and Response Officer.
Supervising:	ACE LEDMP Staff and Indirectly ACE LEDMP Participants
Contract Period:	One (1) year with three (3) months' probation period with the possibility of an extension.
Closing Submission:	Thursday, 17 th August 2023 - 11:45 pm Jakarta local time.

Duties and Responsibilities

A. Manage the delivery of training activities and implementation of the ACE LEDMP programme:

1. Manage training curriculum and course materials and work with the AHA Centre's relevant staff to ensure the applicability and relevance of the materials to accommodate the needs of ASEAN Member States and the AHA Centre;
2. Manage technical arrangements of the training delivery, including engagement with training providers, partners, and the development of training materials;
3. Liaise with training providers, partners, stakeholders, and subject matter experts to manage and update training curriculum and course materials to align with best practices and address the evolving needs in the disaster management sector;
4. Ensure the quality of the curriculum and course materials of the ACE LEDMP and monitor the delivery of the training;
5. Facilitate the conduct of the training sessions and manage feedback sessions to ensure continuous improvements of the training sessions;
6. Develop the selection mechanism and the criteria of the ACE LEDMP participants;

7. Work closely and coordinate with the AHA Centre's relevant staffs in institutionalising the training modules and materials as well as capturing good practices and knowledge (i.e. training modules, case studies, project assignments) and other related training materials gained through ACE LEDMP;
8. Work closely with the Communications Officer in developing relevant communications products to disseminate information related to the training modules and the ACE LEDMP;
9. Work closely with the ACE LEDMP team, AHA Centre's relevant staffs or project to manage, develop, and maintain curriculum and course materials in AHA Centre's Learning Management Systems (LMS).

B. Provide support to the ACE LEDMP participants to ensure their successful completion of the programme:

1. Work with the ACE LEDMP participants to help them determine the individual project assignment and provide technical advice for them in gathering relevant information and completing the final assignment;
2. Monitor the training performance of each of the ACE LEDMP participants, identify areas for technical support and improvement, and provide or arrange technical support to develop their competencies;
3. Provide coaching and counselling to the ACE LEDMP participants to achieve optimum performance;
4. Manage and implement monitoring and evaluation mechanisms to ensure the effectiveness of the training and course delivery, including necessary improvement;
5. Nurture strong teamwork and develop a conducive and positive environment among the ACE LEDMP participants;
6. Prepare performance evaluation reports on a regular basis to the Senior Management Team (SMT);
7. Manage necessary standards and produce a document to monitor and evaluate the training programme as good practices and lessons learned;
8. Liaise with existing and potential partners and training providers to support the planning and delivery of the training session under the ACE LEDMP;
9. Develop and maintain the ACE LEDMP alumni network to maintain the knowledge and linkage and develop and manage the knowledge content of the alumni programme.

C. Manage, supervise and coordinate the overall implementation activities under the “AHA Centre Executive-Leadership in Emergency and Disaster Management for ASEAN Programme” (ACE LEDMP) 2023-2025 project in ensuring quality and timeliness of activities and delivery outputs:

1. Manage the implementation of the projects to be in line with the guidelines of the Japan-ASEAN Integration Fund (JAIF) and other rules and regulations adopted by the AHA Centre;
2. Manage and facilitate issues associated with the ACE LEDMP project implementation;
3. Oversee, monitor financial management, and ensure transparency and accountability on the overall project funds;
4. Oversee the day-to-day operational activities of the project, including administration and financial management matters;
5. Manage the project monitoring and reporting requirements and implementing quality assurance processes, including attending relevant meetings and facilitating training sessions as and when necessary;
6. Plan, develop and implement strategies for operational management and development of the projects to meet agreed organisational performance (AHA Centre) plans within agreed budgets and timescales;
7. Work closely, set performance goals of the projects with project staff and appropriate divisions and supervisor: Assistant Director of Operations and Preparedness and Response Officer on the implementation of the projects;
8. Prepare annual work programmes and operationalisation of the budget of the project and monitor their implementation;
9. Maintain effective liaison and work closely with the Project Steering Committee, ASEAN Secretariat, National Disaster Management Organisations (NDMOs) of the ASEAN Member States, ASEAN Dialogue Partners and other relevant sectors/stakeholders/partners.

D. Oversee the day-to-day operational activities of the project, including administration and financial management matters;

E. Carry out any other relevant assignments as tasked by the Assistant Director – Preparedness & Response or other designated officers : contribute to the AHA Centre’s collective efforts by accomplishing related duties as needed.

Education and Professional Experience

- Minimum Bachelor's degree in the following disciplines: Disaster Management, Human and Organizational Development, Education, Training, Teaching, Human Resources, or related disciplines;
- At least five (5) years of experience with a proven track record and exposure to project management, preferably in disaster management, disaster education, training, or teaching with a government, private sector and/or international organisation;
- Knowledge in disaster management, exposure to capacity development or professional development programme, training, and facilitation;
- Knowledge in training and development with practical experience in designing, delivering, and evaluating training programs, adult learning, curriculum development, training needs analysis and training delivery methods;
- Experience in using learning management systems (LMS), e-learning tools, software, and other training-related technologies;
- Experience in managing or coordinating projects or programmes related to capacity development;
- Experience in managing a broad range of activities dealing with various international organisations and related institutions;
- Knowledge of ASEAN and its regional framework in disaster management, such as the ASEAN Agreement on Disaster Management and Emergency Response (AADMER);
- Excellent command of English, both written and spoken;
- Network with ASEAN or emergency/disaster-related communities is preferred;
- Computer literacy and proficiency in using Microsoft Office tools.

Other Qualifications

Core Competency

- **Teamwork:** Ability to build trust and respect among fellow team members and contribute to the resolution of a workplace conflict;
- **Communications and interpersonal skills:** Ability to express thoughts clearly, accurately and succinctly in verbal and in writing to different audiences, and ability to relate well with others and to maintain relations with cordiality and diplomacy;
- **Effective problem-solving and decision-making skills:** Ability to use sound judgment and initiative, develop options and achieve outcomes;

- **Analytical skills:** Ability to gather and analyse information and solve problems by using a logical and systematic approach;
- **Organisational awareness:** Ability to align thinking and actions to organisational values;
- **Flexibility and adaptability:** Ability to respond positively to change and new organisational practices, structures, procedures and technology;
- **Personal credibility:** Has high regard for self-discipline, good attendance record, respect punctuality and set an example to others, shows consistency in words and actions, has high integrity and is conscientious;
- **Meticulous:** Ability to show great attention to detail, when doing routine work as well as when working under pressure;
- **Ability to work in a multi-cultural setting:** Ability to interact effectively with people from different cultures;
- **Ability to work under pressure:** Ability to remain efficient and productive under pressure.

Technical Competency

- Excellent facilitating and training skills;
- Skills in applying adult learning and interactive training methods;
- Knowledge in emergency/disaster management-related content;
- Skills in nurturing a learning environment and developing others.

Application Process

The AHA Centre urgently invites the best, most-talented and highly-motivated individuals from **ASEAN Member States** to apply for this position.

You may apply by sending your application to human.resources@ahacentre.org, highlighting your suitability and potential contribution to the position together with a detailed CV, certified true copies of educational certificates obtained, and completed **the AHA Centre Application Form**, which can be downloaded at <https://ahacentre.org/job/>

Please ensure that the total size of your email, including attachments, is no more than 5 MB. Please indicate the name of the position that you are applying for in the **subject of your email**. Incomplete applications will not be considered. The Selection Panel's decision is final, and only shortlisted candidates will be notified.

For more information on AHA Centre, please visit www.ahacentre.org.

...