



JOB DESCRIPTION AND QUALIFICATIONS

Job Title:	Training Assistant for ASEAN-ERAT – Phase III Project
Job ID #:	23JAIF-ERAT32-OPS
Division:	Operations Division
Position Base:	Jakarta, Indonesia.
Reporting to:	Training Officer.
Supervising:	-
Contract Period:	1 (one) year, including 3 (three) months' probation period, with the possibility of an extension.
Closing submission:	Tuesday, 12 th September 2023 - 11:45 pm Jakarta local time.

BROAD STATEMENT OF FUNCTION

1. Support preparation, implementation, and completion of the ASEAN-Emergency Response and Assessment Team (ASEAN-ERAT) courses and other related ASEAN-ERAT capacity-building projects.
2. Perform other relevant duties as assigned by his/her Supervisor, Assistant Director, Director of Operations and/or other designated Officers.

PRIMARY RESPONSIBILITIES

1. **Support preparation of the ASEAN-Emergency Response and Assessment Team (ASEAN-ERAT) courses, workshops, and other related ASEAN-ERAT capacity-building projects:**
 - Prepare administrative arrangements for preparing the ASEAN-ERAT courses, including invitation and request letters, nomination process and registration of course participants, and announcement letters;
 - Prepare the logistical requirement for course/workshop participants, facilitator, and course management team (hotel reservation, travel insurance, visa arrangement if needed, airport transfer, and local transportation arrangement);
 - Prepare and ensure fulfilment of required administrative documents for attending the ASEAN-ERAT courses, ASEAN-ERAT localisation training of trainers, training workshops, and other capacity-building projects pertaining to ASEAN-ERAT;
 - Ensure course participants fulfil the pre-course learning;
 - Prepare training properties that meet the requirements/needs for classroom sessions and outdoor activities such as simulation exercises (SIMEXs) and outdoor games;



- Prepare training kits for course participants and/or facilitators, which include the ASEAN-ERAT visibilities;
- Prepare General Information for the ASEAN-ERAT courses as well as other related ASEAN-ERAT trainings and workshops;
- Coordinate with Communication Units, ensuring designs for the backdrop, banner, lanyard, certificate of the ASEAN-ERAT courses, and other related trainings and/or workshops are available in advance;
- Coordinate with the Programme Assistant and Finance Assistant of the ASEAN-ERAT Phase III Project, to ensure that the courses and workshops participants and facilitators are well prepared with air ticket, travel insurance, visa arrangement (if applicable), accommodation, and DSA in advance;
- Regularly updates the internal storage of ASEAN-ERAT courses and the ASEAN-ERAT Learning Management System with the latest course materials and records;
- Assist in the procurement of goods and services in accordance with the AHA Centre Financial Rules and Regulations.

2. Support implementation of the ASEAN-Emergency Response and Assessment Team (ASEAN-ERAT) courses and other related ASEAN-ERAT capacity-building projects:

- Prepare the availability of training modules and materials, including SIMEX materials, either in printed or electronic versions, as well as equipment, during the implementation of the courses and/or workshops;
- Ensure logistical arrangements: accommodations, air flight, airport transfer and local transportation for course/workshop participants, facilitators, and management team are well delivered;
- Manage SIMEX properties during the conduct of the SIMEX;
- Set up training classroom and SIMEX field in accordance with the classroom and SIMEX requirements and layout;
- Ensure all communication/promotion products of the ASEAN-ERAT courses and/or workshops, such as backdrop and banner, are well installed;
- Ensure training/workshop kits and ASEAN-ERAT visibilities are well received by participants, facilitators, and the management team;
- Collect all administrative documents, such as but not limited to attendance lists, boarding passes, and DSA receipts, during the conduct of ASEAN-ERAT courses as well as other related trainings and workshops;
- Coordinate with Communication Units, ensure that pictures and videos taken during the conduct of the ASEAN-ERAT courses are available and well-documented on a daily basis;
- Provide technical assistance when implementing courses and workshops to improve the quality of the delivery process of courses and workshops;
- Manage registration and attendance of online refreshers and workshops.



3. Support completion of the ASEAN-Emergency Response and Assessment Team (ASEAN-ERAT) courses and other related ASEAN-ERAT capacity-building projects:

- Provide all required documents for the financial settlement of the ASEAN-ERAT courses relevant to the courses and/or workshops administration and logistics in accordance with the AHA Centre Financial Rules and Regulations;
- Ensure all properties and materials of the courses, SIMEXes, and workshops after the conduct of these events are appropriately managed for future use;
- Provide data and information necessary for the courses and workshops report and project reporting.

4. Perform other relevant duties as assigned by the Assistant Director, Director of Operations and/or other assigned Officers:

- Provide technical preparation for online and onsite meetings and ensure the meetings are well-equipped with functioning information, communication, and technological (ICT) devices, availability of meeting rooms, and other meeting properties needed;
- Communicate with other officers to adhere to all necessary aspects of corporate affairs within the organisation, such as financial, logistics, and administration;
- Perform other relevant duties as assigned by his/her supervisor and other designated officers.

JOB QUALIFICATIONS REQUIREMENTS

Education

- Minimum Bachelor's degree in the following discipline: Education/Training, Psychology, Project Management, Disaster Management, Emergency Management, Disaster Risk Reduction, Business Management or relevant subject.

Experience

- At least three (3) years of experience with proven track records in organising and implementing trainings, preferably in disaster preparedness and response, in international organisation(s);
- Exposure or work experience in a disaster management-related organisation or knowledge of disaster management mechanisms in ASEAN will be an advantage;
- Experience in event management, handling administrative and programme support.
- Good command of English, both in written and verbal communication;
- Computer literacy and proficiency in using word processing, spreadsheets, PPT slide presentations, basic visual graphics (e.g., Canva), email, internet browser, intranet, and video conferencing applications.



Core competencies

- Ability to carry out administrative procedures and logistical coordination;
- Knowledge and experience in project management, at least in planning, implementation, and reporting compliance;
- Ability to work in a multicultural environment and in a multi-location setting;
- Ability to work independently with minimum supervision;
- Flexibility and adaptability to changing work priorities and diverse demands;
- Articulate and can express ideas, problems, and solutions clearly.

Other competencies

- **Planning and organising:** Ability to establish a coherent course of action to achieve goals, ability to translate plans into actions, organise work, monitor & review outputs, and communicate the results clearly both verbally and in writing.
- **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.
- **Teamwork:** Ability to build trust and respect among fellow team members and contribute to resolving workplace conflict.
- **Attention to detail:** Ability to constantly attend to details and achieve the highest standard in accomplishing tasks.
- **Ability to work in a multi-cultural setting and under pressure:** Ability to interact effectively with people from different cultures and multi-task and remain efficient and productive under pressure.
- **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, respects punctuality and sets an example to others, shows consistency in words and actions, has high integrity and is conscientious.



APPLICATION PROCESS

The AHA Centre urgently invites the best, most talented, and most highly motivated individuals 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, portfolio, 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 at most 5MB, and indicate the **complete Job Title and Job ID #** above that you are applying for in the **subject of your email**. Only complete applications will be considered.

Your application will be assessed on your ability to demonstrate or have the potential to develop the required skills, knowledge, experience, and qualifications to perform the role proficiently. Relevant examples and accomplishments will strengthen your application.

Only shortlisted candidates will be notified. The Selection Panel's decision is final.

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