



JOB DESCRIPTION AND QUALIFICATIONS

Job Title : **Training Assistant**
Reporting to : Preparedness and Response Officer
Supervising : n/a
Duty Station : Jakarta, Indonesia
Duration of employment : 1 (one) year including 3 months probation period, with a possibility of extension.
Vacancy closing : Tuesday, February 21st 2023 at 11:59pm Jakarta time.

Broad Statement of Function

1. **Support the overall implementation of activities pertaining to the AHA Centre capacity-building related programmes;**
2. **Carry out any other activities as assigned by the Assistant Director, Director of Operations and/or other assigned Officers.**

Primary Responsibilities

1. **Provide support to the overall implementation of activities pertaining to the AHA Centre capacity-building related programmes:**
 - Support general planning, preparation, implementation, evaluation and documentation of AHA Centre capacity-building related programmes;
 - Support administrative arrangements of various AHA Centre capacity-building related programmes including drafting letters, memos and report;
 - Prepare and coordinate logistical arrangements for the conduct of training, workshops, events and meetings, including hotel accommodation, travel and visa arrangements;
 - Assist in preparing travel authorisation requests, domestic and international travels, and other administrative requirements of team members as necessary;
 - Work with the Finance Officer in processing financial documents including expenditure reports, invoices and financial settlements;
 - Assist in the procurement of goods and services in accordance with the AHA Centre Financial Rules and Regulations;
 - In coordination with the AHA Centre's Admin Officer and Assistant, record all project facilities and equipment, monitor and ensure availability of stock of office supplies and stationeries for the AHA Centre capacity-building related programmes;
 - Manage and consolidate the calendar of the AHA Centre capacity-building related programmes;
 - Maintain accessible and well-organised filing system, storage and security of all related documentation and files of the AHA Centre capacity-building related programmes;
 - Assist in managing AHA Centre Learning Management System (LMS);
 - Responsible in the preparation, printing, and dissemination of training modules, ensuring high quality training materials provided in each of the training;
 - Ensure reporting compliance by following the established AHA Centre's rules and procedures.

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

- Communicate with other officers to adhere to all necessary aspects of corporate affairs within the organisation, such as financial, logistics and administration;
- Support AHA Centre emergency response operations including field deployment and or staffing the Emergency Operations Centre (EOC);
- Contribute to the AHA Centre's collective efforts by accomplishing related duties as needed;
- Perform other relevant duties as assigned by his/her supervisor and other designated officers.

Job Qualifications

Education

- Minimum Bachelor's Degree in the following disciplines: Education / Teaching Training, Disaster Management, Business Administration, Management, Public Relations, English, Communications, Sciences or related disciplines.

Requirements

- At least three (3) years of experience with proven track records and exposure to disaster and emergency response operations in a government, international organisation and/or private sector;
- Exposure or work experience in a disaster management-related organisation or knowledge of disaster management mechanisms in ASEAN will be an advantage.
- Experience in organising and facilitating national /regional level disaster management related trainings;
- Experience in event management, handling administrative and programme support;
- Good command of English, written and spoken;
- Computer literacy and proficiency in using word processing, spreadsheet, slide presentation, email, internet browser, and video conferencing applications;

Competency Profile

Core competencies

- Ability to carry out administrative procedures and logistical coordination
- Knowledge and experience in managing projects management (planning, organising, budgeting, monitoring)
- 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 outcomes, 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 the resolution of workplace conflict;
- **Attention to detail:** Ability to constantly attend to details and achieve 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, ability to 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; and
- **Personal Credibility:** Has high regard for self-discipline, good attendance record, respect punctuality and set example to others, show 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 from ASEAN Member States to apply for this position. We encourage female candidates to apply.

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 name of the position that you are applying for in the **subject of your email**. Only complete applications will be considered.

The selection panel's decision is final, and only shortlisted candidates will be notified. 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.

The Selection Panel's decision is final, and only shortlisted candidates will be notified.

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