JOB DESCRIPTION AND QUALIFICATIONS

Job Title: Training Officer for ACE Programme
Position Base: Jakarta, Indonesia
Reporting to: Programme Coordinator
Supervising: Indirectly ACE Programme Participants (about 20 persons)

Broad Statement of Function
- Develop and manage the delivery of training modules of the AHA Centre Executive (ACE) Programme;
- Provide support to the ACE Programme participants to ensure their successful completion of the programme;
- Carry out any other relevant assignments as tasked by the Executive Director or other designated officers;
- Comply with the AHA Centre’s internal Rules and Regulations.

Primary Responsibilities
A. Develop and manage the delivery of training modules of the AHA Centre Executive (ACE) Programme;
   1. Develop the selection mechanism and the criteria of the ACE Programme participants;
   2. Develop the training modules and work with the AHA Centre’s relevant staff to ensure the applicability and relevance of the training modules to accommodate the needs of ASEAN Member States and the AHA Centre;
   3. Manage the technical arrangements of the training, including engagement with training providers and partners and the development of training materials;
   4. Liaise with training providers, partners and stakeholders to ensure entire curriculum coordination, good quality of the training content, and successful delivery of the training programme;
   5. Develop, review and modify training materials and other related products required for the successful delivery of the training sessions;
   6. Work closely with the Knowledge Management Officer in institutionalising the training modules and materials as well as capturing good practices and knowledge gained throughout the ACE Programme;
   7. Maintain a good record of the training modules, case studies, individual project assignments and other related training materials;
   8. Work closely with the Communications Officer in developing relevant communication products to disseminate information related to the training modules and the ACE Programme;
   9. Facilitate the conduct of the training sessions, and manage feedback sessions to ensure continuous improvements of the training sessions.

B. Provide support to the ACE Programme participants to ensure their successful completion of the programme
   1. Work with the ACE Programme participants to help them in determining the individual project assignment and provide technical advice for them in gathering relevant information and completing the individual project assignment;
2. Monitor the academic performance of each of the ACE Programme participants, identify areas for technical support and improvement, and provide or arrange for technical support to develop their competencies;
3. Provide coaching and counseling to the ACE Programme participants to achieve optimum performance;
4. Nurture a strong team work and develop conducive and positive environment among the ACE Programme participants;
5. Prepare performance evaluation report on a regular basis to the Programme Coordinator and the Senior Management Team (SMT);
6. Prepare necessary documents to monitor and evaluate the training programme and document good practices and lessons learned;
7. Liaise with existing and potential partners and training providers to support the planning and delivery of the training sessions under the ACE Programme;
8. Develop and maintain the ACE Programme alumni network to maintain the knowledge and linkage, and develop and manage the knowledge content of the alumni programme.

C. Carry out any other relevant assignments as tasked by the Executive Director or other designated officers
   1. Carry out any other relevant assignments as tasked by the Executive Director or other relevant officers;
   2. Contribute to the AHA Centre’s collective efforts by accomplishing related duties as needed.

D. Comply with the AHA Centre’s internal Rules and Regulations.
   1. Conduct him/herself according to the AHA Centre’s vision, mission values and code of conduct;
   2. Adhere to all necessary aspects of corporate affairs within the organisation, such as administration, human resources, legal, finance as well as programme development and management, communications, M&E, and contribute to emergency operations as required.

General Qualifications

Education
Minimum Bachelor’s degree in the following disciplines: Business Administration, Management, Public Relations, English, Communications, Science or related disciplines.

Requirements
- At least five (5) years of work experience with proven track record and exposure to capacity development or professional development programme;
- Exposure working in a disaster management and emergency response operations organisation in a government or international organisation;
- Experience in managing a broad range of activities dealing with various international organisations and related institutions;
- Experience in youth development and volunteers programme would be an advantage;
- Knowledge of ASEAN and its regional framework in disaster management, such as the ASEAN Agreement on Disaster Management and Emergency Response (AADMER), will be an advantage;
- Strong command of the English language, both spoken and written;
- Computer literacy and proficiency in using Microsoft Office tools.
Competency Profile

Core Competency

- **Teamwork**: Ability to build trust and respect among fellow team members and contribute to the resolution of 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 regards 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;
- **Meticulous**: Ability to show great attention to details, 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 learning environment and developing others.

You may apply by sending your application to admin@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 www.ahacentre.org/opportunities.

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 on the subject of your email. Incomplete applications will not be considered.

**Application papers should reach us by 24 September 2021.**

*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.

***