

Annex 1

JOB DESCRIPTION AND QUALIFICATIONS

Job Title : **Training Assistant**
Unit : **Operations Division**
(Preparedness, Response and Hazard Monitoring)
Reporting to : **Training Officer**

Broad Statement of Function

- Support the implementation of activities pertaining to ASEAN-Emergency Response and Assessment Team (ERAT) Transformation Project
- Provide support in the conducting of the training, workshop and meeting related to disaster emergency preparedness and response
- Carry out any other assignments as tasked by his/her supervisors

Primary Responsibilities

Support the implementation of activities pertaining to ASEAN-Emergency Response and Assessment Team (ERAT) Transformation Project

- Support general preparation, execution, evaluation and documentation of ASEAN-ERAT Induction Course, Refresher Course, Advance Course and Training of Trainers;
- Provide inputs on the course curriculum and training modules;
- Facilitate the implementation of agreed project activities by providing technical and other necessary inputs to ensure smooth implementation of the activities;
- Support the team in identifying and developing standard administration and logistics requirement for the course implementation;
- In coordination with the other team member, support the coordination with third parties for the purpose of curriculum development and coordination of training-related work;
- Assist in preparing training sessions related to ASEAN-ERAT;
- In coordination with the Training Officer and other relevant project team, develop the training protocols;
- Responsible in the preparation, printing, and dissemination of training modules, ensuring high quality training materials provided in each of the training.

Provide support in the conducting of the training, workshop and meeting related to disaster emergency preparedness and response

- Provide support in relation to the logistical and administrative functions during training, workshop and meeting;
- Responsible for the event management of the training, workshop and meeting conducted;
- Provide support to the drafting of meeting/ mission/ project reports as well as note-to-file;
- Maintain a current and accurate documentation and records, that includes training modules, case studies, programme documentation and key report;
- Assist the development AHA Centre online training platform.

Others

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

Job Qualification

Education

- Minimum Bachelor degree in the following disciplines: Disaster Management; Emergency Management; Disaster Risk Reduction; Natural Resource Management; Environmental Management; Business Management or relevant subject

Experience

- At least three (3) years of experience with proven track record and exposure to disaster and emergency response operations in a government, international organization and/or private sector;
- Experience in development of training curriculum, organizing and facilitating national /regional level disaster management related trainings;
- Experience in event management;
- Sound knowledge in wide spectrum of areas in disaster management and developmental cooperation (policies, trends, issues and development) both at the regional and international environment;
- Exposure to relevant activities dealing with various international organizations, related institutions and/or private sector.

Competency Profile

Core competency

- High integrity and conscientiousness;
- Ability to work under pressure;
- Good composure;
- Ability to project professionalism;
- Ability to work in a multi-cultural setting;
- Ability to work harmoniously in a team environment and with diverse groups of individuals.

Technical Competency

- Good understanding on the concept of curriculum development and adult learning principles;
- Good logistical and administration skills;
- Good skills in facilitating training courses including the use of visual aids;
- Good understanding of disaster emergency assessment, preparedness and response operations;
- Knowledge of and familiarity with disaster preparedness and response concepts and operations;
- Exposure to disaster emergency response operations;
- Basic knowledge and understanding of concepts of information and communications technology.

Key Competency

- Proficiency in English verbal and written communication skills;
- Facilitation skill;
- Information management;
- Basic administration skill
- Attention to detail;
- Initiative;
- Reliability.

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