

POSITION DESCRIPTION

Job Title	:	Training and Education Programme Officer
Division	:	Office of Disaster Preparedness and Management
Unit	:	Public Information and Education Community Outreach Unit
Reporting to	:	Training and Education Specialist
Supervising	:	Nil
Role	:	Reporting to the Training and Education Specialist, the incumbent is required to assist the development and delivery of training programmes and training manuals. Work includes the preparation of training budgets, the identification of trainers and evaluation of training.
Duties and Responsibilities :		• Conducts needs analysis studies and confers with managers and supervisors to determine training needs. • Prepares annual training budget. • Assists Training and Education Specialist with formulation of training policy. • Develops and delivers training programmes as identified in training policy. • Assists in the development of training manuals and testing and evaluation procedures. • Conducts training of trainers from affiliated agencies. • Identifies and selects external consultants to conduct specialized training in consultation with Training and Education Specialist. • Evaluates performance of instructors through participant feedback.

- Assists the Training and Education Specialist in drafting proposals for donor agencies.
- Performs any other related duties as required.

**Knowledge,
Skills and Abilities:**

- Excellent communication, report writing and interpersonal skills.

**Minimum
Qualifications
and Experience :**

- Bachelor's degree in Education.
- Minimum of three (3) years experience in development and delivery of training programmes.

**Special
Requirement :**

- Expected to be on call 24/7 and respond to emergencies.