

Required Profile

- University Degree in a relevant subject (social work, development, political science or related)
- At least three years working experience as a trainer in community empowerment projects or relevant fields
- Prior experience in NCDDP, especially in leadership positions with training functions, is a big advantage
- Prior experience in attending or conducting TOTs (especially NCDDP TOTs) is also an advantage
- Three years working experience in rural development, community development, community infrastructure, or similar relevant field
- High motivation to travel in country
- Outstanding inter-personal and communication skills
- Strong ability to work in a team
- English proficiency is required (reading, comprehension, speaking, and writing)
- Advanced computer skills (Word, Excel, PowerPoint, Email)
- Commitment to learning

Main Tasks (TOR)

The National Training Experts will perform the following tasks through the close coordination with the Union TA Training Expert and DRD:

- Participate in any training required upon the advice of the UTA Training Expert or Union DRD.
- Study and become an expert on the NCDD Operations Manual and related materials, as well as all Training materials.
- Help to create, test, revise, and update all training materials related to the TOT and TOF packages.
- Prepare and deliver Start-Up, Refresher, TOT, and TOF trainings to staff from both union and township level as per the Training Plan or when requested according to project needs.
- Assist and support other units (such as Infrastructure, Procurement, Grievance, Finance, Communications, and Gender) in the development of training material and the delivery of training in those units.
- In the field, provide on-the-job coaching, support, and monitor the performance and effectiveness of National Training Assistants and the training delivered by them.
- Assist with the planning and coordination of training with the Union and Township teams.
- Prepare training reports as needed.
- Prepare and conduct post-course training evaluations and examinations.
- Work with the UTA Training Expert on Training Strategic Development.

Any other relevant tasks as needed according to the UTA Training Expert and Union DRD.