

**Department of Social Welfare and Development
KALAHI-CIDSS Project**

National Project Management Office

TERMS OF REFERENCE

Unit : **SOCIAL DEVELOPMENT**

Job Title : **TRAINING OFFICER IV – National Training Officer**

Salary Grade : **22**

Overall Scope of Work:

The National Training Officer shall be responsible for ensuring conduct of quality training activities in the KALAHI-CIDSS Project, consistent with the standards on training and capability building established by the National Project Management Office. The work will entail preparation and development of training frameworks and design, preparation of training plans and budgets for both strategic training programs and specific training activities, management of training activities and contract management of training service providers, provision of technical assistance to regional training personnel, and exercise of quality assurance and control on the execution of national and regional training plans, and on the conduct of national and regional training activities.

Specific Responsibilities and Tasks:

1. Formulate yearly training and capability building plan and budget for the NPMO, in line with operational directives and in consultation with the different units.
2. Prepare tools and design systems and procedures for the preparation, execution and/or conduct, monitoring, and assessment and evaluation of KC training plans and activities.
3. Manage the financial, physical, human, and other resources to address logistical requirements for the implementation of the national training plan, and in the conduct of specific NPMO training activities, in coordination with the administrative, finance, and other relevant NPMO units and DSWD OBSUS.
4. Assist different NPMO unit in preparing training proposals, developing training designs, modules and session plans as needed, following NPMO training standards.
5. Manage conduct of NPMO training activities in support of operations targets.
6. Develop and maintain a pool of training service providers, and manage contracts of service providers engaged in NPMO training activities.
7. Provide technical assistance to regional training staff at the RPMO in the design, development, execution and assistance and evaluation of regional training plans and activities.
8. Perform other functions as may be assigned by the National Project Management and SDU Head.

Description of Relationship:

The Training Officer IV – National Training Officer shall be under the National Project Manager, but shall report to the Chief of the Social Development Unit (SDU) of the KC-NPMO, who shall be responsible for the supervision of the staff's work. The National Training Officer is likewise expected to closely coordinate with the National CD Specialist (NCDS), as well as with the other heads of the various

NPMO units, in the performance of his/her work. In addition, the National Training Officer shall exercise technical supervision over the work of the Regional training Officer (RTO), in close coordination with the Regional CDD Specialist (RCDS) and the Regional Training Coordinators (RTC).

Qualifications:

1. A degree in the Sociology, Anthropology, Psychology, Community Development, or any other Social/Behavioural Science or related course. Post graduate studies or degrees in any of the above fields will be an advantage.
2. At least 5 years relevant progressive experience in designing, conducting, and evaluating training programs and activities, and in managing training service providers, in the context of foreign-assisted development projects.
3. High level of understanding of, and significant working experience in, Popular Education and Adult Education principles, process and tools and techniques.
4. Proficiency in Microsoft Word, Excel, PowerPoint, and other MS Office applications. Familiarity of, and working knowledge in the use of Qualitative Data Analysis (QDA) software such as SPSS, Ethnography, and other similar application will be an advantage.
5. Must possess good inter-personal skills, and be able to motivate, coach and train, direct and coordinate with others in the performance of his/her work.
6. Demonstrated analytical writing skills (sample to be submitted).
7. Above average verbal communication and presentation skills.
8. Must be able to work under pressure and with minimal supervision, and be able to travel to regional offices and undertake field work.

Job location:

DSWD - KALAHI CIDSS National Project Management Offices, with travel to regional offices as needed.