

POSITION DESCRIPTION

Updated: September 2016

Position Title: Capacity Development Lead	Grade / Levels: B1
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Work base: Colombo, Sri Lanka

The Asian Disaster Preparedness Center (ADPC), established in 1986, is a regional non-profit foundation with headquarters in Bangkok, Thailand supporting the advancement of safer communities and sustainable development, through implementing programs that reduce the impact of disasters upon countries and communities in Asia and the Pacific. The primary geographical focus of ADPC's activities is Asia with the South, South East and East Asia being the primary sub-regions.

ADPC has more than 30 years of working experience in Asia along with the national and local Government of its charter member countries as well as countries of the Regional Consultative Committee (RCC) on Disaster Management. ADPC works to build preparedness at all levels, from regional, to national, sub-national and even to individual communities. Further details on ADPC and its programs can be found at www.adpc.net

ADPC has commenced a project funded under Bill and Melinda Gates Foundation for **Strengthening Emergency Response Capacity of Local Humanitarian NGOs in Asia**. The project will support strengthening humanitarian leadership and technical capacity of local humanitarian NGOs to better engage in the humanitarian framework by providing institutions, partnerships, knowledge resources, training, and networking opportunities at national and sub-national levels

Statement of Intent:

ADPC is currently looking for a suitable candidate for the position of **Capacity Development Lead**. As part of the Training Services Department and the project team based at Project office in Sri Lanka, the Capacity Development Lead will be mainly responsible for leading training needs and institutional capacity assessment, develop online platform for information sharing, developing and adapting training curricula, training materials, and providing mentoring support to national master trainers. S/He will also work as a trainer in deliver training courses. S/He will support in developing online platforms for information sharing and regional level knowledge networking, accreditation program, liaison with academes and other potential partners and work closely with the project management teams based in Cambodia, Myanmar, Philippines, Nepal, Pakistan and Sri Lanka to evaluate training programs and impacts of the capacity development initiatives on ground.

Note:

It is not the intent of this Position Description to cover every aspect of the position requirements, rather to highlight the most important areas of personal and joint responsibility.

Qualifications and Experience:

- PhD or MSc in Education Technology, Disaster Management, Social Science, Natural Science, Natural Resource Management, or any other related fields is essential; MSc in a related field, combined with specialized experience in similar organization/s, may be considered in lieu of a PhD degree.
- Minimum 15 years of working experience with Universities, Training Institutes, Research Institutes or similar entity as a lecturer, trainer or researcher on Environmental Science, Natural Resource Management, Water Resource Engineering, Forestry, and/or a related field (such as disaster management, climate risk management, agriculture) in the Asia region and beyond.
- Capable of designing computer based exercise packages, Instructional design capacity, preparation of training manuals & guidelines (audio, video etc.) and conducting training need assessments, surveys, and focus group discussions and policy dialogs using multiple technologies.
- Previous proven experience in application of specific technical information and data into training and capacity building programs is essential along with experience in working with Humanitarian NGOs or international organization in similar programs.
- Knowledge of working ethics of national or state government agencies, International NGOs, National NGOs, private organizations and international organizations would prove to be an added advantage.

Training skills and knowledge

- At least 5 years of experience in working in the capacity of a professional trainer/Instructor for an adult audience;
- Demonstrated knowledge in adult training and capacity building activities, training material/aid development, curriculum design;
- Excellent English proficiency in oral and written communication, including a demonstrated track record in training material development, technical report writing and ability to communicate technical matters effectively to general audience.

Desirables

- Strong networking capacity and understanding of development work at local and regional levels;
- Familiarity with the context of disaster risk reduction in the region and beyond;
- Experience with both qualitative and quantitative data analysis and reporting.

Personal Qualities:

- Self-motivated, pro-active and takes initiative;
- Demonstrated ability and plan and organize work and time independently;
- Excellent interpersonal skills, team-oriented work style, and experience in working in a multi-cultural environment;
- Strong desires to learn, undertake new challenges, must a creative problem-solver, and must have self-confidence, willingness to work hard, good sense of humor but with seriousness about the quality and excellence of work.

General Requirements:

- Operate within all ADPC Guidelines & Procedures/ Policies
- Operate within Government Procedures/Policies

Duties and Responsibilities:

- Focal person at the Regional level for coordination with Country teams, Government, Local NGO partners, and other stakeholder agencies.
- Coordinate with project manager/s in ADPC HQ in implementing the project activities at regional level on regular basis and coordinate with other members of ADPC project teams, and provide necessary support in implementation of the training and capacity building activities.
- Design Training needs and Institutional capacity assessment tools for the country specific needs with country teams and provide capacity development advice and technical resource inputs to the project teams and its partners
- Develop the Training Curriculum according to country specific needs and establishing facility for knowledge management & promotion of learning among Local NGOs and Civil Society Groups.
- Design training and capacity development programs on Training of Trainers (ToTs), develop training materials and adult learning tools and related knowledge products based on the country needs and priorities and review training design and training materials for capacity building & training programs being implemented.
- Conduct program monitoring and evaluation activities, contribute in achieving all expected results, and develop M&E reports.
- Attend and organize internal coordination meetings and provide assistance in building ownership to improve coordination at regional level and beyond
- Submit the progress reports to ADPC HQ for local project activities.
- Assist in increasing the program outreach through development of new programmes, engagement in advocacy, assistance in fund mobilization at the regional level
- Other duties and responsibilities as assigned by the Head – Training Service Department and the duty station supervisor/program manager/s

Reporting Relationship:

- Department Head, Training Services, ADPC
- Work closely with other staff in TSD HQ.

Contract: One year contract with possibility of extension.