

Terms of Reference

Title: Programme Coordinator (Capacity Building)

Background

ADPC has been intermittently working on Disaster Risk Reduction issues with government, UN and NGOs in India for many years. Recently, it has been engaged on Capacity building interventions in Gujarat which includes development and delivery of training program for different stakeholders with focus on government officials.

ADPC is looking for a **Program Coordinator (Capacity Building)**, who will part of the Team to undertake capacity building intervention in Gujarat State. The scope of work as follows:

Scope of Work

- Provide technical inputs and work in close coordination with partner for Training Curriculum Development
- Facilitate process of Training Curriculum Development including technical consultations with line government agencies, development partners, and other stakeholders
- Desk research and compilation of relevant information, supplementary resources and on-line resources for development of training package
- Capacity building and transfer of training course to partner
- Oversee, monitor and provide technical support in the delivery of training and session facilitation
- Represent ADPC at different meeting, forums, etc
- Other tasks as assigned

Qualifications

- Minimum 5 Years experience in Disaster Management
- Experience in Training Curriculum development and/or Training Facilitators
- Has understanding of development process and interrelation of DRR and development issues
- Have understanding on adult learning and able to employ various learning methodologies for effective training delivery
- Experience of working with government will be given preference
- Have cultural sensitivity, positive attitudes and ability to deliver under pressure

Duration: 12 months

Last Date of sending application: 31st March 2012

Duty Station: Gandhinagar/Ahmedabad, India

The Programme Coordinator (Capacity Building) will work closely with Department Head and Senior Project Manager of Safer Development Planning and Implementation (SDPI) Department.