



POSITION DESCRIPTION

Updated: June 2012

The Asian Disaster Preparedness Center (ADPC) welcomes applications from qualified professionals in Education technology discipline with extensive experience in Training design, Curriculum and training material development to strengthen its professional training team. Please indicate the professional affiliation and Position Title in the cover letter clearly.

Position Title: Training Development specialist

Grade / Levels: Project Manager

Department/unit: As per relevant qualification and experience the candidates will be assigned to Training Services Unit (TSU)

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. In 2005, nine countries, namely Bangladesh, Cambodia, China, India, Nepal, Pakistan, Philippines, Thailand, and Sri Lanka signed a Charter establishing ADPC as an inter-governmental organization.

ADPC has vast experience of 25 years of working in Asia Pacific region along with the national and local Government of its charter member countries as well as countries of the Regional Consultative Committee on Disaster Management (RCC); a regional mechanism established by ADPC in 2000 and comprising of head of national disaster management offices of 26 countries in Asia Pacific. ADPC also shares a close partnership with sub-regional inter-government agencies, such as Association of Southeast Asian Nations (ASEAN), South Asian Association for Regional Cooperation (SAARC), Secretariat for Pacific Community (previously known as SOPAC) on various DRR related themes including capacity building, strengthening institutions and systems, knowledge management and mainstreaming DRR into development. It works closely with a range of UN Agencies including UNDP, UNICEF, UNESCAP, WHO, WMO, UNISDR, UNOCHA, UN-Habitat, etc. on DRR related projects and consulting services. ADPC works with international and local NGOs, national technical and training institutions, Red Cross and Red Crescent Societies. Further details on ADPC and Programs can be found at www.adpc.net

ADPC aims at supporting governments strengthen institutions and build capacity for mainstreaming DRR into socio development processes at all levels. The primary focus of ADPC is to assist national and sub-national Governments in Asia to build capacity to respond to, prepare for and mitigate the natural disaster risk and adaptation to climate change. It includes building Institutional and Legal systems in reducing risk due to natural disasters and adapting to climate change, Assessment of Risk; undertaking risk reduction programs and programs for adaptation to climate change, Hazard specific mainstreaming of DRR & CCA into development etc. Accordingly ADPC is comprised of several thematically organized operational departments such as Department on Safer Development Planning and Implementation, Department on Climate Change and Climate Change Adaptation, Department on Resilient Cities and Urban Risk Management, Department on Disaster Risk Management Systems, Department of Public Health in Emergencies, Department of Disaster Risk Assessment & Monitoring and Training Services Unit. With over 100 staff from 19 countries and with professionals with expertise in development planning, engineering, architecture, agriculture, social sciences, health science, climate sciences and disaster risk reduction, ADPC has been involved for years in strengthening partnerships between nodal agencies on disaster risk management (DRM) and national agencies of water resource, agriculture, meteorology & hydrology, geology, physical planning, development planning & financing etc and other sectors for effective integration and institutionalization of DRR in development planning processes.

Duties and Responsibilities:

- Provide technical resource inputs in activities such as training needs assessment, capacity assessment, training institutional assessment
- Carry out training design, training material development for specific capacity building & training

- programs to capture ADPC project experience and various documentation, DRR theory and practice
- Design adult learning tools and training aids/materials to be used in training and capacity building programs undertaken by various departments
 - Guidance to partner institutions in improving the training capacity and standardization of training material used in DRR training and capacity building interventions
 - Coordinate with other members of TSU and provide necessary support in implementation of the training and capacity building activities of the respective projects implemented by TSU in partnership with Thematic departments
 - Assistance to ADPC project teams of other thematic departments for development of training materials and training aids, Training curricular, periodic review of existing training materials to suit the project needs
 - Conduct training program monitoring and evaluation activities, contribute in achieving all expected results, develop M&E reports
 - Assistance in increasing the ADPC training program outreach through development of new programmes, engagement in advocacy, assistance in fund mobilization
 - Assistance in enhancement of existing partnerships between training partner institutions, universities etc and ADPC and development of new partnership to increase the regional/national capacity in DRR training and capacity building.
 - Other duties and responsibilities as assigned by the Head – Training Service Unit

Supervisor(s): Unit Head- Training Service Unit (TSU) of ADPC

Required Qualifications / Selection Criteria:

Qualifications and experience:

- PhD or Master's level or any other professional post graduate degree in Education Technology, Disaster management, Social science, natural science and natural resource development, or any other related fields.
- At least 8-10 years experience in Training curriculum design, training material development
- Previous experience in Application of specific DRR information in to training and capacity building programmes designed to reduce the socio-economic impacts and vulnerability to natural disasters will be an added qualification
- At least 5 years of experience in working in the capacity of a professional trainer/Instructor in an adult training institution
- Proven experience in training material preparation, training & capacity building program design
- Previous experience in working with Humanitarian NGOs and Government Disaster Management focal points as a Trainer/Training Instructor

Training skills and knowledge

- Demonstrated knowledge and understanding of Humanitarian assistance related International agreements, practices, and policies
- 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. Proficiency and communication skills in several national languages of Asian countries will be an added qualification

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, must have self-confidence, willingness to work hard, good sense of humor but with seriousness about the quality and excellence of work.

Contract

One (1) year contract with possibility of extension