



Asian Disaster Preparedness Center

Finance, Administration and Human Resources
FormHR-003

POSITION DESCRIPTION

Issued: December 2011
Revised:

Position Title: Training Coordinator (Technical)	Grade / Level:
Department: Training Services Unit	Program: Regular regional flagship courses and sponsored projects
<p>Background & Rationale</p> <p>The Asian Disaster Preparedness Center (ADPC) was established in 1986 to support the advancement of safer communities and sustainable development, through implementing programs that reduce the impact of disasters in countries and communities in Asia and the Pacific. ADPC is governed by its Board of Trustees and annually convenes the Regional Consultative Committee on Disaster Management (RCC) that brings together National Disaster Management Offices (NDMOs) from 26 countries of Asia and the Pacific region. In 1999, ADPC was constituted as an independent non-profit foundation under Thai law, with its headquarters in Bangkok. Currently, ADPC is in the process of becoming an inter-governmental organization, with the ADPC Charter signed in 2005 by 9 founder member countries of the Asian region. For more information, please visit www.adpc.net.</p> <p>ADPC's operational and technical services programs are currently organized on the thematic areas of Climate Change & Climate Risk Management, Disaster Risk Management Systems, Disaster Risk Assessment & Monitoring, Public Health in Emergencies, Resilience Cities and Urban Risk Management, Safer Development Planning & Implementation, while recognizing training and capacity building as a cross cutting theme. ADPC delivers a range of regional flagship training courses, tailor-made national courses, and program/project based training courses with a global scope while primarily focus is on Asia & the Pacific region. Courses offered by ADPC are diverse in nature and generally covers several thematic specializations, including but not limited to; Disaster Risk Management, Community-Based Disaster Risk Reduction, Climate Risk Management, Flood Disaster Risk Management, Earthquake Vulnerability Reduction, Disaster Risk Assessment, Mainstreaming Disaster Risk Reduction into Development Planning, Public Health in Emergencies, Urban Disaster Risk Reduction, Monitoring & Evaluation in Disaster Risk Reduction, Disaster Risk Reduction Leadership Studies, Community Actions for Disaster Response etc. ADPC also delivers need-based training courses designed to the specific requirements of external organizations and national government agencies in the region.</p> <p>Training Services Unit (TSU) takes the lead in curriculum development, periodic reviews and development of training tools such as case studies, scenarios, exercises, session plans and delivery of the courses with technical inputs and guidance from other technical departments and the training faculty. Service of a Training Coordinator is sought to work with TSU towards to the overall success of training services of ADPC.</p>	
Supervisor: Senior Training Manager / Head of the TSU	
<p>Duties and Responsibilities:</p> <p>Training Coordinator provide overall training coordination support and technical inputs to training designing process, material development process, coordinate regional and country specific training. Specific roles and responsibilities are given bellow;</p>	

Responsibilities:

- Work with ADPC technical teams and TSU staff in designing and delivering quality training courses to meet the demand and capacity building needs of DM institutions in the region and countries
- Contribute to the process of conducting periodic reviews of training courses to improve curriculum and training materials
- Research on new training tools, methodologies, skills and emerging fields in DRR and incorporate innovative ways of training into adpc training courses
- Contribute to the development of training materials including participants handbooks, reference reading, case studies, scenarios, group exercises and games
- Perform as a trainer and a facilitator in regional and tailor-made training courses of ADPC
- Support proposal formulation in identified training and capacity building needs in the region
- Coordinate with training participants during the courses and ensure that all technical requirements are fulfilled
- Coordinate with alumnae groups promoting ADPC regional and tailor-made courses
- Perform any other task assigned by the senior training manager & head of the unit

Required Qualifications and Specification

- Advance University degree (PhD or MSc) in education, organizational management, disaster management, or related field
- A minimum of three years experience in training & capacity building in DRR or related fields
- Experience and capacity to network, develop and establish effective relationships with donors, government, partner agencies and NGOs
- Experience working in international organization and in a multi-cultural environment
- Excellent inter personal and public relations skills; pleasant personality; team oriented working style; demonstrated ability to work effectively and harmoniously in a multi cultural environment
- Strong skills in oral and written communication, and computer skills
- A high degree of competence in management of strategy; management of change; leadership; planning; management of budgets; management of resources; monitoring; supervision; reporting; communication; networking; management of self; and management of others
- Encourage teamwork; commitment to the program; integrity and personal conduct; diplomacy and sensitivity to diversity; flexibility and adaptability; initiative and direction; interpersonal skills to build trust and confidence; resilience; and patience
- Strong analytical skills; common sense; desire to learn and undertake new challenges and new work; must be a creative problem-solver; willingness to work hard that pays attention to quality, excellence and efficiency of work
- Willingness to work off hours and weekends depending on the needs, workload and emergency situations in the region

Duration: One year with possibility of extension subjected to availability of funds and performance

How to Apply: Please send your detailed C.V with a cover letter explaining why you think that you are an outstanding candidate for this position. Your application should be sent to adpcjobs@adpc.net on or before 20th January 2012.