

**Job Description**  
**Lead Trainer-Karachi CBV**

<b>Name of Position</b>	<b>Lead Master Trainer</b>
<b>Duty Station</b>	<ul style="list-style-type: none"> <li>▪ Karachi</li> <li>▪ Lead trainer is required to travel within the districts and when needed (as per instructions)</li> </ul>
<b>Reports To</b>	<p>First Supervisor: Provincial Training Officer (PTO).</p> <p>Second Supervisor: UNICEF training focal person at provincial EOC.</p>
<b>Criteria of Selection</b>	<p><b>Qualification:</b> Masters in social sciences or Masters in Public Health from a renowned University</p> <p><b>Experience:</b> minimum 5 years and maximum 8 years' experience in training institutes or capacity development functions of NGO, INGO etc. having undertaken training needs assessments, planning, analysis, developed and design of training activities, delivery of training sessions and supervision.</p> <p>Polio program experience: At least one year experience in polio program.</p>
<b>Job Description</b>	<p><b>Core Responsibilities:</b></p> <ul style="list-style-type: none"> <li>▪ Under the direct supervision of PTO and training focal person, as well as contractual oversight and technical guidance of the UNICEF CO training officer, the incumbent will:</li> <li>▪ Coordinate with PTO and CBV manager to get the updated data of CHWs (recruited/hired/in process of being hired).</li> <li>▪ Support master trainers training facilitation capacity development through coaching and feedback mechanisms</li> <li>▪ Coordinate and consult PTO and master trainers to assign specific districts to each master trainer (based on the list of low performing UCs shared by NEOC).</li> <li>▪ Coordinate with PTO and training focal person for developing monthly master trainers pre-campaign training plans (UCs to be visited in their assigned districts based on the performance gap highlighted through data analysis of the previous campaign).</li> <li>▪ Ensuring that each master trainer is coordinating with relevant actors within SHMA (PTO, logistic associate/training coordinator) for organizing training event and each master trainer is compiling and sharing the "logistics checklist" before the start of each training.</li> <li>▪ Reviewing of training material. Recommending changes to PTO and training focal point based on the local requirements and needs assessment. Also compiling the suggestions regarding training material provided by master trainer's and share with PTO on quarterly basis for further dissemination.</li> <li>▪ Facilitating training events as per the monthly training plan.</li> <li>▪ Consolidating and sharing pre-campaign "training completion checklist" with PTO, for further dissemination to concerned stakeholders for course correction.</li> <li>▪ Organizing inductions and refreshers as per the requirement. Ensuring quality delivery of the training events at the district level.</li> <li>▪ Consolidating and sharing training reports (pre and post and evaluation data both in soft) with PTO for further dissemination</li> <li>▪ Ensuring availability of all the master trainers during pre-campaign meeting with the PTO to discuss the gaps identified in their assigned districts through data (TPM, dashboard, UNICEF/CBV supervision/monitoring report).</li> <li>▪ Proactively following up with the master trainers on training related gaps identified in the data and devising areas of improvement.</li> <li>▪ Share best practices with team.</li> </ul>
<b>Performance Indicators:</b>	<ol style="list-style-type: none"> <li>1. % of CHWs and AS trained (induction and refresher) every quarter/ #planned</li> <li>2. % of low performing CHWs and AS identified and trained precampaign/ # identified</li> <li>3. # TPFM reports and other third party training data reviewed and course correction done/ # of TPFM and third party training reports identified workers with performance gaps after every campaign</li> <li>4. # of master trainers and CHWs/ AS were given supportive supervision</li> <li>5. # of districts/UCs supervised per month during pre-campaign training activities</li> <li>6. Strong coordination maintained with DPCR and other local stakeholders</li> </ol>
<b>General Criteria:</b>	<p>Be a team member, ready to work under challenging conditions, ability to meet targets, be ready for extensive travelling.</p> <p>Knowledge of local languages</p> <p>Understanding of the Karachi culture.</p>