

## **Terms of Reference –Master Trainer**

### **Purpose of Role**

The overall purpose of the position is to train newly hired and existing field staff on an ongoing basis. The Master Trainers are responsible for working closely with the DHCSO of their designated town(s) to identify training needs, planning, effectively delivering training, subsequent reporting and maintaining data of trainees within their town (s). The Master Trainer must ensure that trainings are participatory and engaging through the use of various activities and tools that would enrich the understanding of the trainees.

### **Major Tasks**

Under the supervision of EOC training team and guidance of the UNICEF training focal persons, the incumbent will be responsible for:

- Identifying and assessing training needs for employees in their designated towns through pre post tests, obtaining cluster samples, liaising with DHCSOs and conducting feedback sessions with UCCOs and DDHCSO
- Assisting in organizing and implementing training programmes to meet training needs of the PEI and EPI programmes, through preparation of monthly plans including dates, venue and logistical requirements in collaboration with designated DHCSO
- Conducting training in collaboration with DHCSO, ensuring training is interactive and participative
- Increasing field force productivity by Evaluating training performance and making recommendations for enhancing effectiveness of training content and delivery
- Maintaining trainee records for designated areas
- Preparing TNA reports, Training reports, microplanning activity report and training plan
- Observing and assisting in micro planning with DHSCOs
- Conducting field visits with DHCSOs/ UCCSOs
- Providing on the job coaching during Joint Field Visits.

### **Education**

- Post graduate university degree or its equivalent in Communications, Social Sciences, or Human Resources or, bachelors degree with strong experience.

### **Experience**

- At least 3 years of professional experience working in the management of capacity building events and coordination with multiple stakeholders;
- Previous experience working with Government, international organizations, NGOs, vendors considered is an added advantage

### **Other Requirements:**

- Excellent interpersonal and communication skills.
- Excellent organization and analytical skills with the capacity to multi-task as needed;
- Very good command of Microsoft Excel, Word and Power point
- Capacity to interact with various stakeholders, including trainees, implementing partners and DHCSO/UCCSOs

### **Language Requirements:**

- Excellent spoken and written English. Fluency in Pashtu will be an added advantage.

### **Key Performance Indicators**

- Number of CBV workers trained in the designated area [target: 100%]

- Timely submission of TNA Report, Training Report, Microplanning activity observation, training plan
- Above 70% score on relevant dimensions of trainer evaluation feedback
- Completion of training activities before monthly campaign