

# Training Facilitator

**First line officer** – Capacity Builder Manager (Training & IEC)

**Second line Officer:** Social & Behavior Change **Specialist**

## Purpose:

The purpose of the Training Facilitator is to design and facilitate training programs that address the identified needs of the organization's staff and stakeholders.

**Health advocacy & Alliance building:** to organize and facilitate trainings on alliance building, health advocacy, community engagement, community mobilization, data analysis, immunization, polio vaccine, community trust, and management, in order to establish and strengthen partnerships with relevant stakeholders in the community and promote awareness and understanding of health-related issues and the importance of immunization, specifically for polio vaccine.

**Community Trust, Engagement & Mobilization:** To establish and strengthen partnerships, promote health advocacy and immunization awareness, involve and empower the community in health programs, build and maintain community trust through transparency and effective communication.

**Management & Data analysis:** To data analysis for decision-making and effective management is to collect, analyze, and interpret data to inform program planning, monitor progress, and make informed decisions that align with program goals and objectives.

## TORs

- Design and deliver training programs based on the identified needs of the organization or group.
- Conduct training needs assessments to identify the knowledge and skills gaps of the trainees.
- Develop training modules and materials that are interactive, engaging, and effective in meeting the learning objectives of the trainees.
- Facilitate training sessions using appropriate training methodologies and techniques, such as participatory learning, case studies, role-playing, and simulations.
- Monitor and evaluate the effectiveness of training programs and provide recommendations for improvement.
- Maintain accurate and complete records of training programs, including attendance, evaluations, and feedback.
- Provide technical support to trainees during and after the training program.
- Collaborate with stakeholders to ensure that the training programs are aligned with organizational goals and objectives.

### Qualifications:

- Master's degree in Social Sciences, education, or a related field
- At least 3-5 years of experience in conducting training programs for adult learners, preferably in a development or humanitarian context
- Proven experience in facilitating participatory and experiential learning activities, including the use of interactive methods and tools
- Strong understanding of adult learning principles and how to apply them in the design and delivery of training programs
- Experience in conducting training needs assessments and developing training plans
- Knowledge of gender and diversity issues and how they relate to training and capacity building
- Familiarity with monitoring and evaluation processes and tools, and experience in using them to assess training effectiveness
- Experience working with international organizations or NGOs is an advantage.

### Skills:

- Excellent communication and interpersonal skills.
- Strong presentation and facilitation skills.
- Ability to identify training needs and develop appropriate training materials.
- Knowledge of various training methodologies and techniques.
- Ability to evaluate training programs and provide recommendations for improvement.
- Strong organizational and time management skills.
- Ability to work effectively in a team and collaborate with stakeholders.
- Proficiency in using technology for training purposes.

### KPIs:

- Number of successful training programs delivered.
- Participant satisfaction and feedback on training modules mutually designed by TF & CBM
- Improvement in knowledge and skills of trainees.
- Number of trainees who apply the learning in their work.
- Evaluation of training programs and recommendations for improvement.
- Timeliness and quality of training program delivery.
- Effectiveness of collaboration with stakeholders in designing and delivering training programs.