

Terms of Reference – Provincial Training Coordinator Mobile team

Purpose of Assignment

The overall purpose of the position is to support and manage the effective implementation of training of EOCs partners, cascade capacity building to the FLW (front line workers) and polio staff by ensuring the Islamic Republic of Pakistan's ownership in polio and EPI related activities. The Provincial Training Coordinator (Mobile team) will be responsible for ensuring that capacity building activities are well prepared and organized, articulated, reported and, any concerns identified by Government or partners are addressed. The Provincial Training Coordinator (Mobile team) will work under the direct supervision of the UNICEF Provincial Training Focal point and/or Training Officer with support from Country Office Training Unit. Additionally, the Provincial Training Coordinator (Mobile team) is responsible for ensuring implementation, monitoring and evaluation of needs-based, participatory training for behaviour change communication surrounding immunization, as well as increased acceptance and demand creation for polio vaccination at the provincial, district, union council and field levels.

Work type: Third party contracted Staff

Location: Provincial EOC

Categories: Mobile Provincial Training Coordinator with 60% of the time to be spent in the field for management and monitoring of mobile team training

Supervisor First: UNICEF Training Focal Person FO

Supervisor Second: Training Coordinator UNICEF CO

Major Tasks

Under the direct supervision of UNICEF's Provincial Training Focal Points/Training Officers with support from country office training team, the incumbent responsibilities will include:

- Identify and assess training needs for UNICEF Pakistan's Polio Programme including government counterparts and CBV staff down to field level
- Assist in organizing and implementing training programmes and module development to meet training needs of the PEI and EPI programmes;
- To plan for training logistics and prepare training materials for the PEI/EPI team in coordination with the provincial Team Leader and the UNICEF's Training team at provincial and national level
- Ensure that polio team monthly/quarterly/yearly training plans are developed in coordination with DPCRs/government administration and EOCs implementing partners;
- Monitor and evaluate implementation of training activities by reviewing progress and identifying constraints through observation of trainings and planning as required;
- Produce and share high quality analytical weekly, monthly, quarterly and yearly progress reports on training for polio control room /EPI cell, UNICEF and other implementing partners based on the inputs from polio team staff
- To liaise with the monitoring provincial teams to inform on the training plan enabling monitoring of the training
- Ensure design and implementation of training plans and proper monitoring for quality assurance before each campaigns;
- Ensure representation at Polio Control Room to provide input and feedback on training related issues to Polio Control Rooms, Director Health Services, EPI Cell, and UNICEF Polio Programme;

- Assure proper flow of information between the Polio Control Room and district level and unit levels (APEC and UPEC) so that all field staff are coordinated for training activities;
- Update regularly and closely coordinate with staff to facilitate smooth management of the training programme;
- Be part of the provincial training task force;
- Active engagement in training programs as master trainers/facilitators when and if needed;
- Prepare a training pre campaign report;
- Participate in the review monitoring meetings;
- Ensuring that UNICEF activities at federal level are aligned with the activities at the provincial level;
- Maintain photo, video and story bank of training activities to support capacity building and fund raising initiatives.

Education:

- Post graduate university degree or its equivalent in communications, Social Sciences, international relations, education or other relevant discipline, or, bachelor's degree with strong experience.

Experience:

- At least 3 years of professional experience in management and coordination of developing activities;
- At least 3 of years of professional experience in training, capacity building, communications, or related field;
- Previous working experience working with Government, international organizations, NGOs considered an asset;
- Excellent facilitation skills. Previous experience with conducting trainings is desirable.

Other Requirements:

- Excellent organization and management skills, with the capacity to multi-task as needed;
- Very good command of software applications (Excel, Word, Outlook, PowerPoint and other relevant publishing software);
- Capacity to manage partnerships with high level Government as well as civil society, and other implementing partners;
- Good Interpersonal and Communication Skills.

Language Requirements:

- Excellent oral and written communication skills in English and Urdu. Fluency in other local languages will be valued.