

Training Coordinator – Partnerships for Improving Education

PURPOSE OF THE POSITION

As the Training Coordinator, you will work closely with the Program Manager, Technical Advisor, the National Department of Education, Sub-national offices and other relevant stakeholders and partners to implement all training workshops for School Leadership & Management in Central, Sandaun, AROB and Enga Provinces. You will be responsible for conducting trainings for head teachers and BOM members, and ensure quality assurance in all trainings to be conducted in the PIE project. You will also be responsible for all trainings, supervision and mentoring of PIE trainers in AROB. You will manage data collected from AROB and maintain a training database for all four (4) project sites in close consultation with the other provincial training team leads.

KEY DUTIES

- Meet regularly with the other Senior Project Officers and Project Logistics Officer (PLO) to understand the training objectives and deliverables and plan overall training schedule for all PIE Project locations and update training schedule regularly in close consultation with sub-national officers.
- Inform the Project Manager and PLO of any significant departures from the implementation plan and schedule for training, of any actions taken to address them and if further responses are required.
- Supervise trainers in AROB and provide ongoing coaching and mentoring.
- Understand the administrative and financial requirements of the training and be prepared to assist other provincial training team leads and trainers to carry them out.
- Ensure monthly and quarterly cash projections and implementation plans are prepared in advance by training team leads and submitted to finance and PLO.
- Carry out administrative tasks at the TOTs necessary to ensure financial accountability of ChildFund for budget disbursements.
- Prepare training reports after every training and collate all provincial training reports and submit to the program manager.
- Set up a training data base and maintain regularly with support from MEL team.
- Oversee the setup of provincial profiles for all PIE project locations and regularly update and communicate with MEL team.
- Track and compile data on progress in the project as requested to inform quarterly project narrative and financial reporting.
- Ensure compliance with ChildFund’s policies and procedures.

QUALIFICATIONS & EXPERIENCE

- Degree in Education or related discipline or adult education qualification recognized in PNG.
- Extensive experience as a Trainer or Lecturer in an institutional setting (University or Teacher Training Institution) or in Non-Formal Education with an NGO, CSO or private enterprise.
- Experience in working as a trainer in diverse settings including in remote areas of PNG
- Understanding of PNG’s development context, activities and actors
- Proven experience in facilitating training and capacity building
- Experience in developing project management tools
- Understanding of quantitative and qualitative methods of monitoring and evaluation.

DESIRABLE

- Experience in working with NGOs in cross-cultural setting.
- Experience as a head teacher/teacher in a school in PNG
- Knowledge of participatory methods of adult education
- Knowledgeable about the School Behaviour Management Policy
- Develop training materials and guidelines.
- Experience in a middle management role
- Knowledgeable about gender equality

Remain alert and responsive to any child safeguarding or sexual exploitation, abuse or harassment (SEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy and procedures, and conduct yourself consistent with those policies.

SKILLS

- Sound analytical skills
- Responsive to change
- Strong project management skills
- Strong team player with good communication skills
- Self-starter, strong organisational and planning skills
- Flexible and willing to travel extensively in project areas
- Understanding development in country context and child-focused development

CHILDFUND AUSTRALIA’S VALUES

Commitment to ChildFund Australia’s values –
Respect, Integrity, Collaboration, Change,
Empowerment & Excellence

Department: Program

Location: Port Moresby, ChildFund Papua New Guinea

Employment: Full-time, two-year employment agreement, with option to extend upon mutual agreement / dependent on funding

Reports to: Program Manager – Education & Resilience

Other Information: Appointment to this position is dependent upon successful completion of criminal background and reference checks

Please apply at: www.childfund.org.au/work-with-us





ORGANISATIONAL CONTEXT

ChildFund Papua New Guinea is a registered local NGO and – an independent and non-religious international development organisation that works to reduce poverty for children in developing communities.

ChildFund Papua New Guinea is part of the ChildFund Alliance – one of the world’s oldest and most experienced child-focused development agencies. With a global network of 11 organisations, the ChildFund Alliance assists more than 14 million children and families in over 60 countries.

ChildFund began work in Papua New Guinea in 1994, and works in partnership with children, their communities and local institutions to create lasting change, respond to humanitarian emergencies and promote children’s rights. Projects are implemented in the Central Province and National Capital District. With a focus on maternal and child health, including TB, immunisation, nutrition and water and sanitation; education through the Child-Friendly School framework; child protection and resilience against family and sexual violence; ChildFund PNG also prioritises climate change and disaster preparedness. In 2015, ChildFund PNG established the country’s first ever Family and Sexual Violence Counselling Hotline which operates in Port Moresby and provides national coverage for survivors.

HOW WE VALUE YOUR CONTRIBUTION

Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Leave

You will have access to 20 days of paid annual leave. You are also entitled to sick leave, maternity leave, parental leave and compassionate leave.

Health Insurance & Bonus

All employees are covered under a Life Insurance Corporation (PNG) Limited. This health insurance cover is also extended to nominated family members depending on staff tenure with the organisation.

Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience,

OUR VISION: A world without poverty where all children and young people can say: “I am safe. I am educated. I contribute. I have a future”

OUR MISSION: We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

At ChildFund PNG you will be contributing to every child being able to play, learn, and grow.