### Terms of Reference –Training Facilitator

## Purpose of Role

The overall purpose of the position is to train newly hired and existing field staff on an ongoing basis. The Training Facilitators are responsible for working closely with the senior team of their designated town(s)/district to identify training needs, planning, effectively delivering training, subsequent reporting and maintaining data of trainees within their town (s). The Training Facilitator must ensure that trainings are participatory and engaging through the use of various activities and tools that would enrich the understanding of the trainees. The training facilitator will be working closely under the supervision of the Immunization officer (First level supervisor) and Area Coordinator (second-level supervisor)

## First-level supervisor: Immunization Officer

## Second Level Supervisor: Area Coordinator

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## Major Tasks

1. Prepare induction and regular training plans for CBV workers and supervisors
2. Conduct training needs assessment which will form the basis for designing and implementing innovative training and capacity-building activities
3. Facilitate training sessions (stall method) for frontline workers including pre and post-tests
4. Assists in modifying, revising, and updating the content of existing training content
5. Develop a monitoring and evaluation plan for the training sessions and track its implementation
6. Support in AFP /VPD surveillance training
7. Prepare training reports and submit them to Immunization Officer (covering qualitative and quantitative aspects)
8. Any other task assigned by the supervisor.
9. **Education**

* Postgraduate university degree or its equivalent in Communications, Social Sciences, or Human Resources or, bachelor’s degree with strong experience.

1. **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, and vendors considered is an added advantage

1. **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 Senior Field staff.

1. **Language Requirements:**

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