

Project RESPOND: Regional Training Manager Job Description

Posted December, 2009

RESPOND is part of the USAID Emerging Pandemic Threats Program – designed to focus on the development of outbreak investigation and response training that merges animal and human health dynamics into a comprehensive approach for disease detection and control. DAI and its partners (Tufts, the University of Minnesota, Training Resources Group, Inc. and Ecology and Environment) will implement a capacity building program from a structure that includes a U.S. project headquarters and regional project “hubs.” Regional hub offices will be in Kinshasa, Kampala, Bangkok, Lima, and New Delhi. A Regional Training Manager will be based in each of the hub offices for its first 18 months of project implementation.

The Regional Training Manager is responsible for overseeing the implementation of the RESPOND Project’s capacity building strategy, customized to the relevant region, while maintaining compliance with DAI and USAID standard procedures, rules, and regulations. The Regional Training Manager reports directly to the Regional Program Director, coordinates closely with the project headquarters Training Manager and the other four Regional Training Managers, and is supported by a locally hired Regional Training Coordinator.

Responsibilities:

- Manage and support the implementation of all training related activities in the region;
- Conduct training needs assessments in urban and rural areas in the region;
- Coordinate with local institutions on all aspects of training delivery and follow-up;
- Collaborate with technical subject matter experts, including epidemiologists, veterinarians, wildlife experts, anthropologists, physicians, and nurses to customize curricula for local conditions;
- Co-facilitate trainings with technical subject matter experts, infusing best practices of adult, experiential and participatory training methods;
- Communicate closely with the Project Training Manager about priority areas of concern;
- Participate actively in sharing lessons learned with the other Regional Training Managers;
- Manage the collection and monitoring of participant information and evaluation results of all regional training activities by the regional training coordinator;
- Coordinate with short-term technical assistance providers involved in training including preparing a statement of work, recruiting, and overseeing mobilization, performance, and deliverables.
- Supervise and mentor the Training Coordinator to take over the duties listed above after 18 months.

Qualifications:

- Masters degree or equivalent in training, human resources or a relevant area;
- 10 years experience in design, delivery, and/or management of adult training/educational programs;
- Significant developing country work experience, preferably in the relevant region;
- Demonstrated experience in the following:
 - designing & conducting learning needs assessments
 - curriculum design using experiential training design and methodology

- developing technical training programs, including working with technical subject matter specialists
- facilitating technical workshops and other events designed to improve the ability of individuals and organizations to achieve key business goals;
- Relevant regional language capability

Compensation:

Salary will be commensurate with experience and salary history and will be contingent on US Government approval.

Application Instructions:

Send your CV and cover letter by e-mail to recruitment@trg-inc.com with the subject line “Regional Training Manager: [insert your name]” The cover letter should be no more than one page and specifically describe how your skills and experience qualify you for the position, highlighting which of the three regions interests you and any relevant regional or country-specific work experience and local language skills. Please, no phone calls or in-person deliveries.

Position open until filled.