

Job Description

Position	: Chief Master Trainer
Location (base)	: SODCC,Parsa Field Office Bara & Rautahat
Reports to	:Project Manager, LNGB
Department or Program	: Aarambha,Leave No Girl Behind (LNGB)Project
Contract Starting date	: as soon as possible
Probation Period	: 6 months
Contract End Date	: July 31, 2021 with possible extension

Introduction

Social Organization District Coordination Committee Parsa (SODCC Parsa) is reputed and non-profitable organization which is established in 1994 and registered district administration office Parsa under the government rules and also affiliated in social welfare council. Now it has been working for the children and women in province 2 to improve the status of children and women specially focus on the area of education, health, sanitation, child protection, gender-based violence reduction, poverty alleviation, women empowerment, awareness raising and emergency response. Also, it has been working for the capacity enhancement of youth, organizational management, community mobilization, and leadership development of women, children and stakeholders for well planning and program implementation

Leave No Girl Behind (LNGB) is a five-year program funded by the Girls' Education Challenge (GEC) and lead by People In Need (PIN). The project will be implemented by two local partner organizations, with strong emphasis on literacy, numeracy life skills and social norms transformation for married out of school adolescent girls in province 2. SODCC is looking for an experienced and competent candidate for the position of Chief Master trainer to lead school intervention workshop and life skill intervention.

Scope of work

Under the direct supervision of Project Manager, Chief Master Trainer will provide programmatic and technical support to plan, design and implement trainings/workshops on School based intervention and life skills. S/he will primarily be responsible to build the capacities of female facilitators. to conduct school intervention workshop and life skills classes to the married out of school adolescent girls, the direct beneficiaries of the project. As such, s/he will work in close coordination with the project team and the MEAL team to ensure relevance and quality of the trainings and improve learning.

Training- Planning and Implementation

1. Plan, design and develop relevant learner-centric training package on school based intervention (GESI responsive package) , life skills, lesson plans and IEC materials, including budget sheets.
2. Prepare action plans, content and training package and lead the timely implementation of the trainings/workshops.
3. Collaborate with PIN and local unit to conduct regular capacity building and mentoring of female facilitators, and relevant project staffs on literacy, numeracy and life skills.
4. Conduct regular interactions and meetings with learners (beneficiaries) to assess progress and share learning.
5. Provide technical support to the project team to finalize learning strategies and activities of the project.
6. Conduct, monitor and support learning interventions of the project in selected sites in close coordination with frontline staff/facilitators.

7. Support Facilitators and trainers to map and coordinate with Mother School for mainstreaming and retention of beneficiaries.
8. Support staff and volunteers in related and program activities in the field.
9. Organize field visits to project districts and fields sites as per the requirement of the project.

Coordination and Liaise

1. Assist project team to liaise with concerned government stakeholder and other existing partner in the assigned districts and maintain healthier professional relationship.
2. Coordinate with relevant organizations, municipalities and other concerned stakeholders, especially with the Non-formal Education Centre (NFEC) and Education Review Office.

Documentation, Monitoring, Evaluation and Reporting

1. Coordinate with MEAL team to plan and implement MEAL related activities pertaining to the trainings/workshops and classes school intervention workshop and life skills.
2. Conduct training, class monitoring visits and spot checks to ensure the quality of teaching learning approaches, and prepare relevant assessment reports. Support program team in necessary revision and adaptation in curriculum, manuals and teaching learning methodologies.
3. Identify and immediately communicate needs and gaps in such classes and school level interventions.
4. Maintain ordered project's documentation, lists, reports, log books, according to SODCC, PIN's and donor's requirements and compliance.
5. Ensure that the trainings and classes are conducted in compliance with SODCC, PIN's and donor's rules and regulations, especially with regard to GEC's minimum safeguarding standards and policies on child protection; do no harm, anti-corruption, transparency and accountability.

Data Collection and Information Management/Dissemination

1. Collect training and class related data from field, in coordination with the project's MEAL team and update in mobile application.
2. Maintain data and information confidentiality as set out in the Data Protection Policy.
3. Coordinate with the MEAL team for required updated data from central level and ensure that the shared data in the field is updated and verified on a regular basis.

General Responsibilities

6. Other tasks assigned by SODCC.
7. Adhere to SODCC policies and internal procedures, protocols, PIN's Code of Conduct, with special attention to Safeguarding Standards and ProcedureChild Protection and Do No Harm policies; immediate reporting of any complaints and issues .

Required Qualifications

- Bachelor degree in education or social science, with good understanding and experience in literacy, numeracy and life skills contents and classes.
- Minimum of five years' experience working in education sector, preferably with non-formal education on literacy, numeracy and life skills for adolescent girls. Experience of working with marginalized and vulnerable groups is a plus.

Desired Knowledge, Skills and Competencies

- Strong understanding of formal education, literacy, numeracy and life skills.
- Strong ability to design and conduct trainings on life skills and GESI responsive trainings.

- Ability to prepare relevant IEC and training materials
- Fluency of local language of Province 2 (Bajjika, Bhojpuri) is a plus
- Good Nepali typing skill
- Outstanding interpersonal and communication skills
- Willingness to undertake extensive field works in remote and rural communities in province 2

Priority will be given to female candidates and marginalized group from Province 2, with relevant experience and knowledge of local languages.