



Job Title:	Training Coordinator
Reports to:	Project Manager
Project Duration:	08 November 2022 - 08 November 2023
Duty Station:	Quezon City
Type of Employment:	Project-Based Employment

About Asia Pacific Alliance for Disaster Management –Philippines

The Asia-Pacific Alliance for Disaster Management Philippines (A-PAD PH) is a non-stock, non-profit organization that fosters collaboration between humanitarian organizations/civil society organizations, the private sector, academe, media, and the government in delivering emergency response and early recovery and in undertaking projects for rehabilitation, disaster risk reduction, and addressing the vulnerabilities of peoples and communities.

A-PAD PH is part of a transnational disaster aid alliance that works to facilitate cooperation and understanding between governments, the private sector, and NGOs in the Asia Pacific Region.

Project Title:

Strengthening community resilience for disaster preparedness and disaster response through multi-sectoral collaboration

Job Purpose:

The Training Coordinator is responsible for the development and implementation of training programs to increase the knowledge and capabilities of A-PAD Philippines partners and volunteers. S/he is expected to work alongside project teams and partners to ensure the implementation of training programs

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Duties and Responsibilities:

- Manage the implementation and design of A-PAD PH training program
- Identify the training need of staff and recommend training program
- Conduct training needs assessment and identifies skills or knowledge gaps that need to be addressed
- Use known education principles and stay up-to-date on new training methods and techniques
- Design and prepare educational aids and materials
- Assess instructional effectiveness and determine the impact of training on trainees' KSAs
- Gather feedback from trainers and trainees after each educational session
- Prepare reports related to training activities
- Partner with internal stakeholders and liaise with experts regarding instructional design
- Maintain updated curriculum database and training records
- Host train-the-trainer sessions for internal subject matter experts
- Research and recommend new training methods
- Marketing available training opportunities to partners and providing necessary information about sessions
- Other tasks as may be assigned by the Project Manager/Executive Director

Qualification and Competencies

- BS degree in Education, Training, Community Development, HR, or related field
- Proven work experience as a Training Coordinator, Trainer, Training Facilitator, or similar role
- Hands-on experience coordinating multiple training events
- Extensive knowledge of instructional design theory and implementation
- Adequate knowledge of learning management systems and web delivery tools
- Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor, and evaluate)
- Familiarity with traditional and modern job training methods and techniques
- Experience with e-learning platforms
- MS Office proficiency
- Ability to create presentations, highly desired
- Advanced organizational skills with the ability to handle multiple assignments
- Strong interpersonal and communication skills (written and verbal)
- Highly effective, creative, and can work with minimal supervision.