

## Exciting opportunity with RedR Indonesia

Position Title: Training Officer (**INDONESIAN NATIONAL ONLY**)

Reporting to: Coordinator Training Program

Job Status: Full time, 9 - 5

Contract duration: 1 year (with 3 months of probation)

Duty Station: Yogyakarta, Indonesia

Start Date: September 2021

### How to apply

Please send us your application, including the provision of 3 referees, via email to [recruitment@redr.or.id](mailto:recruitment@redr.or.id) with subject: **Application: Training Officer - [your name]** by no later than **28 August 2021**. As a part of your application, you will need to provide:

- A curriculum vitae of no more than 2 pages
- A cover letter in English telling us how your skills, experience and qualifications make you the best candidate for this opportunity.
- A letter of recommendation/reference from previous or current employer or supervisor.  
(\*please find the reference template at <https://bit.ly/ReferenceFormApplicant>)

**Incomplete applications will not be processed.**

## TERMS OF REFERENCE

### Working Conditions

The Training Officer will receive annual leave, sick leave, social security and health insurance (BPJS Kesehatan and BPJS Ketenagakerjaan) as according to RedR policy.

### About RedR Indonesia

RedR Indonesia is an emerging humanitarian agency working for improving emergency relief. RedR Indonesia is part of the international RedR network of accredited organisations, each sharing a common vision and mission.

Our aims are to provide sufficient, competent and effective relief personnel to the front-line and provide personnel to local and international relief agencies whenever required; to improve and maintain the competence of relief personnel; to cooperate and work with other agencies in maintaining the availability of trained and competent relief personnel; and to increase humanitarian response capacity in Indonesia through providing people with internationally recognised training and access to international experience.

We believe that suffering caused by disasters can be reduced by selecting, training and providing competent and committed personnel to humanitarian programs across the world.

RedR is also represented in the UK, India, Australia, and Malaysia. For more information, please visit our website <http://www.redr.or.id/>

### Assignment Summary

RedR Indonesia is implementing a project in partnership with UNICEF in strengthening national and sub-national capacity for child-centred emergency preparedness and response (EPR) including in Child

Protection, Education, Nutrition, and WASH and sensitizing the sub-national government and partners on Adaptive Social Protection (ASP) System.

The Training Officer is responsible to manage the implementation of the training activities and to ensure the objectives and outputs of the project are met.

### **Main Responsibilities**

Under the direct supervision of the Coordinator Training Program, the Training Officer are responsible for the following duties:

- Ensure overall effective and efficient management of the project
- Maintain regular communications with all relevant stakeholders, in particular UNICEF;
- Keep records of the budget and project documents, oversee procurement, act as secretariat for RedR Indonesia;
- Prepare regular project monitoring and progress reports, constantly update the activities' schedule and financial reports for submission to UNICEF as required;
- Facilitate project implementation phase, including preparing and updating (if necessary) of work plans and organizing capacity development workshops, and compile practices and lessons learnt on project activities;
- Facilitate training project activities, including preparing the modules, lesson plan, and training materials;
- To perform other relevant duties as required by immediate supervisor.

### **Requirements**

The Training Officer should meet each of these requirements and/or have other related and relevant qualifying experience

#### **Education**

- Minimum bachelor's degree in social sciences or relevant field (relevant experience may substitute relevant degree)

#### **Skills & Competencies**

- Minimum 1 year of experience in a similar position
- Minimum 2 years of experience in community development
- Experience in training management and as a trainer
- Ability to work efficiently and effectively under pressure to meet deadlines and to react within short notice
- Experience in training administration, operating procedures, oversight and monitoring
- Knowledge of project funding procedures and guidelines
- Excellent written and verbal English
- Excellent organisational and coordination skills
- Ability to perform complex tasks and act upon priorities
- Strong coordination, communication and networking skills
- Strong in social, interpersonal and communication skills
- Ability to work effectively with a wide range of constituencies in a multicultural environment
- Confirmed communication and organisational skills
- Multi-tasking skills

#### **Attitude**

- Problem solving attitude
- Self-motivated, entrepreneurial, and self-managing

- Proactive and can-do attitude
- Positive work ethic with a willingness to learn and grow
- Proven ability to work cross culturally
- Openness to work in an inclusive and diverse office environment with people of all races, religion, gender, etc
- Interest in humanitarian activities

#### **Preferred Criteria**

Applicants with the following experiences, or similar backgrounds, are especially desirable

- Qualifications and/or experience in training/assessment/facilitation
- Looking for long term relationship and to grow with organisation

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*RedR Indonesia is an equal opportunity employer with positive discrimination policies to ensure opportunities are available to all applicants regardless of race, gender, sexual orientation, religion or creed and those with functioning limitations (persons with disabilities). RedR Indonesia is committed to **zero tolerance policy** toward sexual exploitation and abuse. All employees and partners must comply with Protection from Sexual Exploitation and Abuse Policy and Child Protection Policy*