



## **Job Spec: Zambia Training and Support Officer**

If you would like to apply for this position, please email your CV and a covering motivational letter to [mamela@goldpe.org.za](mailto:mamela@goldpe.org.za) by 12pm on 24<sup>th</sup> May 2010. This position is available from August 2010. Successful applicants will be notified for interviews taking place on the 1<sup>st</sup> June 2010.

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### **Main purpose**

To coordinate and participate in the implementation of Zambia training and support service delivery activities by fulfilling the roles of stakeholder manager, trainer, coach and facilitator.

### **Reporting to:**

- People Manager/Point of contact- Zambia National Manager
- The Zambia Training and Support Officer will also report on tasks to the Head Office Training and Support manager regarding training and support outputs that the Training and Support Officer is responsible for.

### **Effective date:**

The profile will be effective from the 1<sup>st</sup> August 2010 and will continue until a revised profile is agreed in writing by the incumbent of the position and the Zambia National Manager.

### **Context:**

The conditions under which the job operates, requires that the Training and Support Officer be based in Zambia and must be willing to travel (in a team) for up to two weeks at a time via plane and/or road to selected sites and underserved communities where GOLD Peer Education is being implemented or represented in Zambia. This may include overnight stays of up to one week away from home in Zambia as well as in South Africa from time to time (or other Southern African countries on rare occasions).

### **Authority Level and Decision Making:**

The Zambian Training and Support Officer will be able to make decisions at a Zambia implementation level within the context of agreed functional strategies, budgets and outputs. This will include using agreed training process notes (developed in collaboration with HO Training & Support; and Research and Development Functions) and methods of facilitating and coaching. Head Office Functional Strategies, budgets and outputs will be

jointly agreed by the GOLD Senior Management. This will take place at annual planning and will include representation from all areas of the organisation. The Zambian Training and Support officer will participate in this process.

**Key result areas:**

This list contains roles that are typically associated with the job. It is not all-inclusive and may vary from time to time.

**1. Stakeholder Management, Resource Mobilisation and Advocacy and Programme Visibility**

- When required, fulfill the support role of co-facilitator/co-trainer in the implementation of Zambian Stakeholder Management, Resource Mobilisation and Advocacy and Visibility field events e.g. Zambian site stakeholder orientation training; Zambian Peer Education Forums; and Zambian Peer Education Advocacy and Programme Visibility Events.
- Support the Zambian National Manager to establish relationships with Zambian Programme Stakeholders and participate as a representative of GOLD in relevant Zambian networking forums when required
- With support from Head Office Training and Support Coordinator, manage relationships with Zambian facilitators
- Establish relationships with Youth Peer Education experts and Community Stakeholders and participate in relevant networking forums in Zambia when required

**2. Research and Development**

- Assist the Zambian Research and Assessment Officer by supporting in the implementation of R&D field service activities. This may involve:
  - Supporting to co-facilitate quarterly provincial programme design task teams when required
  - Supporting to co-facilitate quarterly focus groups and interviews
  - Supporting to document best practices and findings on the ground related to implementation of GOLD peer education to inform the ongoing development of the GOLD programme and products.
- To participate by giving input to the development of training material

**3. Training and Support**

- Carry out the implementation of the Zambian training and support schedule
- Give feedback on GOLD training procedures and methodology

- Co-ordination of logistics for all aspects (including budgeting and payments) of Zambian training and support activities with support from HO Programme Administrator
- Train Zambian facilitators and programme managers in all aspects of the GOLD Peer Education Programme at a lead trainer level according to GOLD training procedures
- Do on-site coaching and support for small groups of facilitators in the Zambian organisations through the implementation of formal and informal (scheduled and unscheduled) contact
- Give feedback to the Zambian National Manager as well as the Training and Support Coordinator regarding the effectiveness of the training content and methods
- Ensure the compilation of training and support activity reports for all Zambian training and support events

#### **4. Quality Assurance**

- Assist the Zambian Research and Assessment Officer by supporting in the implementation of QA field service activities in a way that informs the ongoing development of M and E tools and the evaluation of the impact of GOLD Peer Education and therefore programme improvement strategies. This may involve:
  - Supporting to co-facilitate quarterly regional M&E task teams
  - Supporting to co-facilitate quarterly focus groups and interviews
  - Supporting to document best practices and findings on the ground related to implementation of GOLD peer education to inform the ongoing development of the GOLD programme and products.
  - Supporting in the quarterly facilitator assessment process

#### **Key Competencies:**

- Computer literate
- Understand principles of interactive learning methodology
- Able to train managers and facilitators
- Advanced facilitation skills
- Good English written and verbal skills
- Fluent in English and Xhosa
- Report writing skills
- Ability to train as well as to support through coaching
- A good organiser with an eye for detail

- Counselling Skills
- Coaching Skills
- Basic research, documentation and assessment skills
- Values based person (in agreement with the beliefs and values of GOLD) and a heart for young people
- Committed to community transformation.
- Valid Drivers License
- Excellent knowledge of the GOLD Peer Education Model
- Ability to translate vision into workable, structure pieces of work

**Characteristics:**

- Consistent
- Willingness to go the extra mile
- Adaptable and flexible
- Cross-cultural understanding and translation skills
- Committed to living out a lifestyle of character, strong values and personal vision (in agreement with the beliefs and values of GOLD) and a heart for young people
- A desire to inspire facilitators to reach their full potential
- Willing to work outside normal working hours from time to time

**Experience needed:**

- At least 2 years experience in training.
- Youth development experience.
- Community Development
- Coaching experience

**Qualifications:**

- Possession of a tertiary qualification in Development Practice, Youth Development, Sociology, Social Work, Psychology or similar experience.