

RURAL SUPPORT PROGRAMMES NETWORK (RSPN)

| JOB DESCRIPTION | | HR#002 |
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| 1.0 Position Summary | | |
| 1.1 Position: Capacity Building Officer | 1.2 Department/Project: Programme for Improved Nutrition in Sindh (PINS): ER-3 Component (Nutrition Sensitive Interventions) of PINS | |
| 1.3 Category/Grade: Professional - 2 | 1.4 Duty Station: Karachi with frequent travel to the programme areas in Sindh | |
| 1.5 Reporting to: Programme Director PINS (ER-3) | | |
| 2.0 Job Responsibilities | | |
| <p>RSPN will be responsible for implementation and management of ER-3 (Nutrition Sensitive Interventions) component of EU' PINS programme. Under this program key focus will be implementation of Agriculture & food security and Water and Sanitation (WASH) interventions in ten districts of Sindh through signing of sub-agreements with partner RSPs (NRSP, SRSO and TRDP). This program will complement the efforts of Government of Sindh (GoS) for reduction stunting through implementation of its multi-sectoral Accelerated Action Plan (AAP) for reduction of mal-nutrition and stunting in Sindh.</p> <p>Capacity Building Officer will be responsible for overall planning and implementation of the training events. Main duties and responsibilities include:</p> <ol style="list-style-type: none"> i) Provide input for review and development of the Social and Behavior Change Communication (SBCC) toolkit to be used at community level for awareness related activities ii) Coordination with AAP's concerned department, FAO and partner RSPs for TOTs to be organized at Provincial level iii) Planning and implementation of the capacity building events and provide strategic support to partner RSPs for maintaining quality in training events to organized at district and community level iv) Develop capacity assessment tools to be used to identify the training needs of staff and community level workers and learning from their participation in different programmer activities v) Planning and implementation of learning visits for communities, staff and government officials vi) Maintain record of all training events vii) Provide support to program director for preparation of progress reports viii) Any other tasks assigned by the Supervisor/RSPN's Management. | | |
| 3.0 Required Qualifications, Skill and Experience | | |
| 3.1 Education: Masters or higher degree in Social Sciences, Rural Development, Agriculture or other relevant disciplines from a recognised university. | | |
| 3.2 Knowledge and Skills: <ul style="list-style-type: none"> - Excellent training skills and shall have knowledge about competency based trainings - Excellent written and verbal communication skills in English and Urdu. Familiar with Sindhi. - Solid working knowledge of Microsoft Office. - Self-motivated, team player and action oriented. | | |
| 3.3 Experience: Minimum of three years of experience as trainer and capacity development in nutrition related programmes. | | |