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| **JOB TITLE: Training Officer (TO)** |
| **LINE MANAGER:** **Senior Project Officer- Health Promotion (SPO-HP)** | **GRADE: C**  |
| **BUDGET RESPONSIBILITY: Nil** | **WORK LOCATION:** **Phnom Penh, Country Office** |
| **TEAM: Socially Marginalised Women (SMW)** |
| **INTRODUCTION**CARE is an international development organisation fighting global poverty with a special focus on working with women and girls to bring sustainable changes to their communities. CARE aims to tackle the underlying causes of poverty and social injustice and to bring lasting change to the lives of poor and vulnerable people.Founded in 1945, today CARE works in over 90 countries around the globe. CARE has been working with Cambodians since 1973, with an office in Phnom Penh since 1991. Today, CARE focuses on empowering particularly marginalised and vulnerable women in Cambodia, including urban women who are marginalised by occupation, rural women who are denied multiple rights, and women and girls from ethnic minorities.CARE works with Socially Marginalised Women (SMW), targeting rural to urban migrants and the poorest and most disadvantaged communities in rural Cambodia. This work includes improving household livelihoods, educating migrants on their rights, improving rural health care services, and empowering workers to protect themselves from harm.  |
| **PURPOSE OF THE POSITION**The Training Officer (TO) is responsible for the design and delivery of SMW program activities with garment factory workers using specific training packages for garment industries in both Phnom Penh and Kandal provinces. This position is based on Phnom Penh with possible travel required to other sites. |
| **MAIN RESPONSIBILITIES****TRAINING AND COORDINATION** * Ensure timely and quality delivery of technical trainings in garment industries;
* Assist with the development, refinement, and compilation of technical training materials for garment industries;
* Meet with garment factory managers to define and develop training packages;
* Participate in the design of health promotion activities and revision of training curriculum based on agreement with factories;
* Develop work plans and event/training calendars and submit to the SPO-HP to authorise activities;
* Deliver timely and quality training to garment factory workers;
* Develop, refine and compile training materials for garment factory workers;
* Maintain detailed records of participants training and meeting attendance and associated cost;
* Produce monthly reports and provide separate reports on each training or meeting including number of participants, training contents and training objectives;
* Capture proceedings, learning and feedback of individual sessions as per formats provided by team and Project Manager for Garment Factory;
* Document project activities, processes, emerging models and lessons learned;
* Maintain relevant learning and research related to program activities;
* Ensure the garment factory workers have enough time and opportunity to participate in the sessions in order to reach the target;
* Work closely with other CARE garment factory project colleagues for information sharing and joint planning and resource sharing where appropriate; and
* Attend meetings with partners and stakeholders.

**MONITORING EVALUATION AND LEARNING (MEL)*** Develop quarterly work plans that are aligned to the annual project work plans and budget in order to meet the project activity deadlines;
* Ensure that all routine data collection is conducted with accuracy, completeness and with integrity, according to the data quality management requirements;
* Conduct project monitoring during field visits and ensure timely submission of monthly field reports to the line manager;
* Participate in data collection for project evaluations, research and case studies;
* Participate in quarterly, mid-term, and annual reflection workshops;
* Liaise with and regularly debrief with partners and communities to ensure quality trainings and processes are implemented according to deliverables;
* Document project activities, processes, emerging models and lessons learned;
* Produce materials in line with CARE branding guidelines in cooperation with Communications team;
* Assist in the preparation of donor and other organisational reports and presentations; and
* Liaise with external stakeholders to ensure that accurate government data collection mechanisms are in use at health facilities and promoted by CARE staff.

  **PARTNERSHIPS AND NETWORKING*** Participate in related forums, workshops, garment factory meetings or other events as required; and
* Provide clear explanations of the Project and CARE’s work in Cambodia to partners and garment factories.

**ADMINISTRATION*** Prepare field travel plans, per diem requests and other logistics in a timely manner and in-line with project budgets;
* Ensure that CARE financial, administrative, and procurement procedures and policies are followed;
* Provide regular financial and narrative reports and follow all financial transaction on the progress of assigned activities on weekly, monthly and quarterly bases;
* Attend regular weekly and monthly staff meetings; and
* Ensure systematic filing system for project supporting documents and ensure all files are placed in a secure place (to avoid unauthorised access of documents).

**OTHER RESPONSIBILITIES*** To proactively participate in the APPA process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities;
* Engage in emergency preparedness, assist in emergency response as required;
* Promote a safe and secure work environment; foster a culture of safety and security awareness and consistently follow all CARE safety and security policies, procedures and directives;
* Demonstrate an understanding of gender equality and women’s empowerment and a commitment to CARE’s approach and values including ethnic diversity and cultural sensitivity;
* Uphold and promote CARE’s commitment to Child Protection and the Protection from Sexual Harassment, Exploitation and Abuse; and
* Comply with CARE Cambodia’s Financial, Human Resources and Operational requirements, foster strong communication between operations and programs teams and uphold high standards of honesty and integrity in personal conduct.
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| **EXPERIENCE AND QUALIFICATIONS*** Minimum technical diploma and/or vocational training in teaching, community development and/or minimum 2 years relevant work experience, preferably with an International Non-Government Organisation (INGO) and/or private company;
* Good facilitation/training and reporting skills;
* Good understanding of participatory approaches, adult education and health promotion methodologies;
* Participate to develop, design, and produce Information Education and Communication (IEC) materials;
* Demonstrated experience in following standard policies, procedures and processes and ensure the implementation of basic standard transactions;
* A willingness to learn about CARE, gender equality and women’s empowerment activities;
* Proven ability to manage and acquit a cash advance;
* Demonstrated good interpersonal skills, sound judgment, planning, problem solving and team building skills;
* Demonstrated organisational and time management skills and ability to work under pressure and to organise and manage workload to meet deadlines;
* Demonstrated characteristics in honesty, reliability, trustworthiness with the ability to maintain confidentiality;
* Demonstrated ability to contributes to group objectives and work effectively in a group setting;
* Good communication skills in Khmer and good oral and written English; and
* Good in Microsoft Office with knowledge in Microsoft Word and Excel and intermediate numeric skills (knowledge of FINSUN systems an advantage).
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| **APPROVED BY:****Date:****Signature:** | **ACCEPTED BY:****Date:****Signature:** |