



## **JOB DESCRIPTION**

### **Training Coordinator**

Responsible to:	Director ARTICLE 19 Tunisia
Key relationships:	MENA regional Team, Projects Team, Thematic Leads, Law and Policy Programme, Fundraising Team, Finance Team and external partners based across the region.
Responsible for:	Interns/Volunteers, consultants and freelancers where relevant.
Starting Salary:	18,147 - 25,728 TND (NET salary per year pending on experience and qualifications)
Contract:	Fixed Term Contract 1 year renewable.
Working hours:	Full time (37.5 hours per week) with some evening and weekend work as required
Location:	Tunis – Tunisia
Holidays:	25 days per year plus public holidays
Special Conditions:	Frequent travel inside the country, the MENA region and internationally.

### **ROLE PURPOSE**

The Training Coordinator will be responsible for planning, implementing, coordinating and evaluating all trainings under ARTICLE 19's programmes and projects, act as the main point of contact for all training related enquiries, answering beneficiaries and partners' requests, communicating and coordinating with trainers, training's facilitators, project's managers and other relevant teams. Under the supervision of Director ARTICLE 19 Tunisia, the Training Coordinator will support the MENA regional office in the development and execution of training programmes under the different themes and projects, maintain safe and healthy training environment by following the organisation's standards and policies. He/she will be responsible for the identification and selection of the potential beneficiaries of the training

programmes and mapping out training plans. He/she compiles data and analyses training needs to assist in preparing required budgets and training materials and contribute to fundraising needs as required. He/she will maintain records of trainees' progress and achievements and evaluate the outcomes of training sessions and programmes by measuring effectiveness of the trainings in fulfilling ARTICLE 19's objectives.

## **KEY RESPONSIBILITIES**

### **Planning of trainings**

- Mapping out training strategies and assist the office with the building of training plans and schedules for all types of training requests and ensuring adequate budgets and funding;
- Coordinating with trainers, facilitators, trainings' partners and training beneficiaries;
- Supporting trainers and facilitators in designing and developing training agendas and materials and ensure consistency of the training sessions with the organisation's objectives;
- Contribute to the choosing of appropriate training methods and materials.

### **Management of trainings**

- Contribute to the animation and facilitation of training workshops and sessions;
- Identify and contribute in the selection of trainers and facilitators;
- Design and develop concept notes of training sessions and TOR of trainers, facilitators and other consultants engaged for the training programmes;
- Develop and maintain good relations with training donors, develop and maintain collaboration and regular contact with A19's training partners;
- Develop and maintain a database of facilitators and trainers for the office;
- Develop selection criteria for participation to trainings, identify and select the participants of training sessions;
- Prepare training cost estimates and manage trainings' budgets
- Manage all the logistics for the training sessions and support trainers in the delivery of training sessions through organisation of necessary materials, facilities, equipment and refreshments;

### **Assessment, Monitoring & Evaluation of trainings**

- Develop and conduct needs assessments that determines what types of training should be provided for each target group in line with the MENA strategy and programmes by collecting information, meetings with beneficiaries and partners, conducting needs assessment surveys;
- Maintain training attendance, rosters, records, and facilitator/attendee training materials;
- Use questionnaires and evaluation forms to track participants' satisfaction levels with the training program, trainings content and the trainers;

- Ensure appropriate monitoring, documentation and evaluation of the training activities and measure the impact of the training programmes;
- Generate, interpret, analyse, and communicate trainings' results using training beneficiary tracking forms and other management tools, graphs, and reports as required.
- Produce narrative and financial reports on the training activities as required for the international office and the donors through the appropriate mechanisms and forms, including AIMS and other reporting tools.

### **Fundraising**

- Contribute to the identification of sources of funding for sustainable funding for the training programmes;
- Contribute to the development of fundraising proposals in line with ARTICLE 19's training strategy;
- Contribute to other fundraising proposals in line with A19 MENA regional strategy;

### **Communication**

- Ensuring A19's work and messages on the different topics are well understood by the training's participants and partners, contribute to disseminate and publicise ARTICLE 19 work, outputs and impact;
- Contribute to reports, articles and other pieces for ARTICLE 19 publications and website;
- Engage when relevant on social media, actively communicating externally through FB, twitter and other social media platforms;
- To proactively identify, establish and cultivate relationships with key local, regional and international training partners;
- Contribute to the development of ARTICLE 19's network of partners throughout the region;

### **Other**

- To undertake other duties commensurate with the role as may reasonably be assigned by A19 MENA Regional Director;
- Ensure maintenance and development of the organisational files of the training programmes.

## **PERSON SPECIFICATION**

### **Education, Experience, Knowledge and Skills**

- Educated to a university degree standard or equivalent;
- Knowledge of international human rights, particularly freedom of expression and the right to information;
- Demonstrable understanding of the MENA region and ability to analyze trends in relation to human rights in particular freedom to expression and the right to

information

- A minimum of three years' experience in projects' management preferably in coordinating trainings for non-governmental and civil society organisations;
- Good working knowledge of the operating environment in the MENA region for civil society and a general mapping of the main stakeholders;
- Demonstrable ability to work under pressure, prioritize, meet deadlines, and hold self and others to account;
- Ability to work creatively, and sometimes independently, to develop initiatives, find solutions and also work collaboratively with appropriate supervision;
- Ability to design, implement and report on an activity based budget;
- Advanced fluency in written and spoken English and Arabic. French is desirable;
- Experience of working in multi-lingual, multi-cultural, multi-geographical teams is desirable.

### **Other requirements**

- Must have the right to work in Tunisia;
- Have the will and the ability to travel frequently inside and outside the country;
- Commit to support and work within the mission, vision and objectives of ARTICLE19;
- Respect for diversity, tolerance and conflict resolution;
- Attention to cultural sensitivity, and commitment to professional responsibilities as well as equal opportunities;
- Ability to work outside normal office hours on an occasional basis including on weekends and Bank Holidays.

### **Applications and deadlines**

To apply for this position, please send:

1. Complete and current CV
2. Cover Letter

Applications should be sent to [saloua@article19.org](mailto:saloua@article19.org) no later than 27 March 2018.