

Terms of References (TORs)

Training Coordinator

About Civil Society Support Program (CSSP):

The Civil Society Support Programme (CSSP) is a non-profit civil society organization which emerged as a response to the challenges facing the civil society of Pakistan, with regards to the fight against poverty, social injustice, and governance issues. It was established in 2005 and received registration under Society act. CSSP is aimed at socio-political transformation of citizens and institutions through organizing, educating, engaging and empowering citizens for a democratic, just and peaceful society. This will be achieved by diversifying the efforts of different stakeholders including youth, civil society organizations, media persons, academia, researchers, lawyers, trade unions, and elected representatives through lobbying and advocacy for policy reforms and implementation.

CSSP operates across the country through its main office situated in Hyderabad, Sindh and field offices in Dadu, Sukkur, Mithi, Umerkot, and Islamabad. For more information, please visit www.cssp.org.pk

Position Summary:

Position Title	Training Coordinator
Unit/Department	Program
Direct Supervisor	Project Coordinator
Contract Duration	06 months (Extendable)
Duty Station	Karachi

Overall Purpose of Job:

To provide leadership role in implementation of Empowering the Voice of New Generation initiatives in Karachi by engaging the relevant stakeholders to achieve the desired goals within the project duration.

Duties and Responsibilities:

- To assist the project coordinator in identification of youth groups in the targeted areas of Karachi as per set criteria and profiling of all the youth group members.
- To orient the youth groups about importance of training and its replication.
- To ensure participation of the identified youth trainees.
- Effective communication and coordination with youth groups and other stakeholders.

- Ensure proper logistic arrangements of all the training events.
- Document/ collect MOVs of the training events as per PMER standard
- Quality report writing of the training events.
- Facilitate and provide technical assistance to the youth groups in replication of training.
- Assist Program, HID, Finance & Admin and PMER department for any field level support, as and when required,

Any other assignment by the department / organizational head.

Experience:

Minimum 5-10 years of experience in the non-profit sector in Training Design, Delivery and Coordination.

Education:

Master's degree in Social Sciences or equivalent.

Skills & Competencies:

- Excellent interpersonal skills and the ability to work as part of a team.
- Strong research and analytical skills
- Excellent writing skills.
- Strong IT skills and knowledge of database management.
- Positive attitude and ability to multi-task and work towards tight deadlines.
- Adheres to strong ethical professional values and
- Strong organizational and leadership skills
- Personal qualities of integrity, credibility, and dedication to the mission of CSSP.

How to Apply:

Please send your application to hr.recruitment.ngo@gmail.com by or before **Monday, 16th January, 2017.**

Your application MUST include:

- A covering note explaining your interest and suitability for the position. Please do explain how your skills match the competencies detailed in the job description.
- Your CV (not more than 3 pages)
- Current Compensation

Please note that only shortlisted applicants will be called for test and interviews. Both male & female applicants and disabled youth are encouraged to apply.