



## Job Description

<b>Job Title:</b>	Training Coordinator
<b>Project:</b>	CBT and Resilience Building Buner & Shangla
<b>Department:</b>	Institutional Partnerships Development
<b>Reports to:</b>	Project Manager
<b>Location:</b>	Shangla
<b>Contract Type:</b>	Contractual (9 Months) - Extendable subject to Performance and Funding
<b>Purpose</b>	<p>The Training Coordinator will lead the design, organization, and delivery of all capacity building and skills development activities for the <b>CBT and Resilience Building – a match-funding project of WFP and Muslim Hands</b> in Shangla. Reporting to the District Coordinator / Lead Engineer, this position is responsible for assessing training needs, developing training curricula, coordinating with technical experts, and ensuring effective delivery of climate-smart agriculture and vocational skills training. The Training Coordinator works closely with Social Mobilizers to identify and enroll participants, with particular focus on women and youth. Based in Muslim Hands' existing field office in Shangla, the Training Coordinator ensures all training activities are participatory, context-appropriate, and linked to local market opportunities.</p>
<b>Main Responsibilities</b>	<p><b>Training Needs Assessment and Planning</b></p> <ul style="list-style-type: none"> <li>• Conduct livelihoods and skills needs assessments with communities to identify priority training areas.</li> <li>• Consult with women, youth, and marginalized groups to understand their specific learning needs and constraints.</li> <li>• Map local market opportunities and employment prospects to inform vocational training design.</li> <li>• Develop a comprehensive training plan aligned with project timeline and community priorities.</li> <li>• Coordinate with district authorities and technical departments to validate training approaches.</li> </ul> <p><b>2. Climate-Smart Agriculture Training</b></p> <ul style="list-style-type: none"> <li>• Design and deliver training on climate-smart agriculture and adaptive cropping techniques.</li> <li>• Develop simple, illustrated training materials in local languages for semi-literate participants.</li> <li>• Train farmers on climate-resilient practices, including crop diversification, soil moisture conservation, and improved seed selection.</li> </ul>



- Organize demonstration plots and Farmer Field Schools for hands-on learning.
- Provide training on off-season vegetable gardening and crop improvement techniques.
- Support establishment of seed banks and demonstration of climate-smart practices.

### **3. Vocational and Market-Linked Skills Training**

- Design and deliver vocational skills training programs linked to local market opportunities.
- Identify potential trades relevant to Buner and Shangla contexts (e.g., tailoring, poultry, handicrafts, basic construction).
- Coordinate with vocational training providers and technical experts for specialized sessions.
- Ensure training curricula include basic financial literacy and business management skills.
- Link trained participants with employer-led placement programs and market linkages.
- Organize bootcamps and exposure visits for high-potential trainees.

### **4. Training on Operation and Maintenance of Assets**

- Develop training modules for communities on maintenance of rehabilitated assets.
- Train Water User Groups and Village Committees on the operation and maintenance of irrigation channels, water harvesting pits, and conservation structures.
- Provide technical guidance on maintenance of terrace walls, check dams, and bioswales.
- Ensure communities understand how to identify and address minor repairs.
- Develop simple operation and maintenance checklists for community use.

### **5. Participant Mobilization and Enrolment**

- Work closely with Social Mobilizers to identify and enrol training participants.
- Ensure participant selection follows project inclusion criteria with focus on women, youth, and marginalized groups.
- Maintain disaggregated participant data by gender, age, and disability status.



- Coordinate training schedules considering women's childcare responsibilities and safe access.
- Ensure equitable representation of female-headed households in all training activities.

#### **6. Training Delivery and Facilitation**

- Facilitate participatory training sessions using adult learning methodologies.
- Arrange for qualified trainers, subject matter experts, and resource persons as needed.
- Organize translation and adaptation of training materials into local languages (Pashto).
- Ensure training venues are accessible, safe, and conducive to learning.
- Arrange for training materials, stationery, and refreshments as required.
- Document training attendance with signatures and thumbprints.

#### **7. Toolkit and Input Distribution**

- Coordinate distribution of toolkits and inputs (seeds, tools) to trained beneficiaries.
- Ensure toolkit contents match the specific skills training received.
- Maintain accurate records of toolkit distribution with beneficiary signatures.
- Provide orientation on proper use and maintenance of distributed tools.
- Follow up with beneficiaries on toolkit utilization and impact.

#### **8. Monitoring, Evaluation, and Reporting**

- Conduct pre-training and post-training assessments to measure knowledge gain.
- Track training completion rates and participant satisfaction.
- Collect case studies and success stories from trained beneficiaries.
- Monitor application of new skills and reported income or productivity changes.
- Prepare monthly training progress reports for submission to the District Coordinator.
- Contribute training data to MEAL Officer for baseline, midline, and endline surveys.



	<p><b>9. Coordination and Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>• Coordinate with district agriculture, livestock, and vocational training departments.</li> <li>• Liaise with private sector employers and market actors for placement linkages.</li> <li>• Work closely with Social Mobilizers and MEAL Officer for integrated implementation.</li> <li>• Participate in project review meetings and provide training updates.</li> <li>• Coordinate with other projects in Buner and Shangla to avoid duplication of training efforts.</li> </ul> <p><b>10. Safeguarding and Cross-Cutting Issues</b></p> <ul style="list-style-type: none"> <li>• Ensure training venues and schedules are safe and accessible for women participants.</li> <li>• Integrate gender equality and disability inclusion principles in all training activities.</li> <li>• Uphold safeguarding and PSEA standards during all training sessions.</li> <li>• Report any protection concerns observed during training through official channels.</li> <li>• Ensure training materials use inclusive language and imagery.</li> </ul>
<p><b>Required Qualification, Experience and Skills:</b></p>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• Master's degree in Education, Agriculture Extension, Rural Development, Social Sciences, or a related field.</li> <li>• Bachelor's degree with significant training experience may be considered.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 5–7 years of experience in designing and delivering training programs, preferably in humanitarian or development settings.</li> <li>• Proven experience in climate-smart agriculture, vocational skills training, or livelihoods capacity building.</li> <li>• Experience conducting training needs assessments and developing training curricula.</li> <li>• Experience working with WFP, GCF, UN agencies, or international NGOs is preferred.</li> <li>• Prior experience working in Buner and Shangla districts is highly desirable.</li> </ul>



	<ul style="list-style-type: none"> <li>• Experience in training women and youth on market-linked skills.</li> <li>• <b>Skills:</b></li> <li>• Strong facilitation and adult learning skills.</li> <li>• Ability to develop simple, illustrated training materials for semi-literate participants.</li> <li>• Knowledge of climate-resilient agriculture and livelihood diversification.</li> <li>• Proficiency in MS Office and training documentation.</li> <li>• Fluency in Pashto (mandatory), Urdu, and English.</li> </ul>
<p><b>Additional Information (Safeguarding, Inclusion, and Application Requirements)</b></p>	<ul style="list-style-type: none"> <li>• Muslim Hands maintains a zero-tolerance policy towards discrimination and unequal power dynamics and is fully committed to equity, inclusion, and safeguarding (PSEA).</li> <li>• As part of our Safeguarding Policy, all applicants must present a valid CNIC and proof of qualifications/experience at the time of test/interview.</li> <li>• Muslim Hands has a ZERO tolerance policy on prevention of Physical and Sexual Exploitation and Abuse (PSEA), Safeguarding, and child protection/GBV, which is part of the MH code of conduct and Ethics.</li> <li>• As part of the application process, all candidates must complete and submit a Self-Declaration of Criminal Convictions Form (attached to this Job Description).</li> <li>• We are an equal opportunity employer and actively encourage applications from all qualified individuals, irrespective of gender, ethnicity or origin, disability, political beliefs, religious beliefs, sexual orientation, or socio-economic status to apply to become a part of the organization</li> <li>• If this role aligns with your skills and values, we encourage you to apply by submitting a detailed CV - along with Covering Letter.</li> <li>• Please note that only shortlisted candidates will be contacted.</li> </ul> <p>We reserve the right to close the recruitment process early and make appointments before the closing date.</p>