

Candidate Brief

Training Coordinator,
SciDev.Net

SciDev.Net, Nairobi

August 2017



SciDev.Net

The SciDev.Net website is the world's leading source of reliable and authoritative news, views and analysis on information about science and technology for global development. The mission of SciDev.Net is to help ensure that science and technology has a central role and positive impact on sustainable development and poverty reduction in the global South.

SciDev.Net joined the CABI family April 2017, but is editorially independent.

SciDev.Net has one global office, based in the CABI offices in the UK, and regional offices for each of the five regional editions.

CABI

CABI is an international not-for-profit organization that improves people's lives by providing information and applying scientific expertise to solve problems in agriculture and the environment. CABI is an intergovernmental organization that can trace its origins back to 1910. Our 48 member countries guide and influence our core areas of work, which include International Development and Publishing.

We have over 500 staff based in 16 countries. We have offices in Brazil, China, Ghana, India, Kenya, Malaysia, Pakistan, Switzerland, Trinidad & Tobago, the UK, the USA and Zambia.

THE ROLE

Job title:	Training Coordinator
Salary range:	We offer a competitive package in the not-for-profit development sector
Reporting to:	Regional Coordinator, Sub-Saharan Africa English, SciDev.net
Direct reports:	None
Location:	SciDev.Net Sub-Saharan Africa English Edition office, Nairobi

Purpose of the role:

The Training Coordinator is responsible for the design and delivery of training for SciDev.Net, its partners and projects. Around 80% of the Training Coordinator's time will initially be spent developing the curriculum and courses for a new science communications programme, working with academic and media partners in Kenya and Nigeria. The resources the Training Coordinator will develop are aimed at SciDev.Net's audiences, including journalists, researchers and development practitioners, and deliver internal capacity support, alongside exploring the sustainability of training

Key accountabilities:

Training development and delivery

- In conjunction with the Managing Editor, lead the implementation of a strategic approach to training delivery, quality and effectiveness for SciDev.Net and partners.
- Develop online and face-to-face resources to support capacity building activities, including 'Practical Guides' and Training of Trainer support guidelines.
- Work as part of the project team to deliver a training hub for a science communications project, including the development of online training modules and webinars.
- Deliver capacity support activities, principally through face-to-face settings but extending to remote mentoring.
- Work with programme staff to set clear quality standards for all SciDev.Net capacity building activities.
- Work with monitoring and evaluation staff to develop and implement tools to evaluate impact of training activities.
- Explore options for building sustainability around SciDev.Net training activities.
- Work closely with other members of SciDev.Net staff to share learning internally and externally.
- Represent SciDev.Net at external meetings and conferences.

General

- Contribute to the overall development of SciDev.Net strategy, including actively identifying opportunities for collaboration with other programme areas.
- Ensure the values of participation, partnership, sustainability, social responsibility, cost effectiveness, transparency, accountability are reflected in your work
- Any other responsibilities as may reasonably be required from time to time.

CANDIDATE PROFILE

Knowledge & Skills	REQUIRED	DESIRABLE
	<ul style="list-style-type: none"> • Up-to-date knowledge of current trends in adult learning, pedagogy and training quality. • Knowledge of training design and delivery. • Excellent training skills including course development, planning and facilitation skills. • Project management skills including planning, and prioritisation of tasks. • Experience of working with people from different cultures and backgrounds. • Experience of working with journalists in science related genres (environment, technology, health etc.). • Willingness to travel. 	<ul style="list-style-type: none"> • Broad knowledge of online learning design and current innovations in learning technologies. • Experience of teaching or training in a developing country context. • Experience providing mentoring support (including remotely). • Experience of training in French, Spanish or Arabic. • Experience of working in accreditation model training schemes.
Education & Qualifications	REQUIRED	DESIRABLE
	<ul style="list-style-type: none"> • Teaching/training qualification or equivalent expertise developed through professional experience. 	<ul style="list-style-type: none"> • Degree related to journalism or science.
Personal Characteristics	REQUIRED	DESIRABLE
	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills. • An enthusiastic and creative approach to work. 	<ul style="list-style-type: none"> • Interest in science, technology and development issues.

NOTE

This job description is not intended to be exhaustive. It is expected that the post holder and CABI will adopt a flexible attitude and accept that the duties may have to be varied according to circumstances, in particular changing corporate requirements and individual development needs.

EQUAL OPPORTUNITIES



CABI is an equal opportunities employer and welcomes applications from candidates irrespective of age, gender, race, colour, nationality, ethnic or national origin, disability, religion, sexual orientation or marital status. No applicant will be disadvantaged by conditions which cannot be shown to be justified and selection will be based on merit.

HOW TO APPLY

To apply please send a covering letter detailing how you meet the candidate profile and a full CV quoting Job Reference 32-2017 to recruitment@cabi.org Please state where you saw this advertisement.

Closing date: 25th September 2017