

JOB PROFILE

Job Title:	Training and Materials Development Specialist (Active Learning/Child Friendly Learning Environment)
Place of Work/Location :	Hanoi and project areas
Grade:	
Reports to:	Sector Head
Line management responsibility:	NA
Indirect line management :	NA
Budget Responsibility:	NA
Child Protection Level:	2

Introduction

Save the Children in Vietnam (SC) works to promote every child's rights to survival, protection, participation and development as set forth in the UN Convention on the Rights of the Child. The current programme focuses on the following core sectors: Health and Nutrition; HIV/AIDS prevention, care and support; Education; Child protection; Child-focused emergency preparedness and response; Child rights agenda, including Civil society development, Economic opportunities and Child poverty Research, and Integrated Child Development; and Advocacy for child-friendly development policy and practice.

Job Purpose

The Training and Materials Development Specialist is responsible to manage all aspects of the training activities on active learning/child friendly learning environment including training need assessment, training design, training manual development and implementation in working closely with Programme/Project Managers, ensuring successful execution of training activities as well as professional development programs that support the strategic goals and objectives of education sector .

Key accountabilities:

The major duties of this position include:

- ✚ Oversee and manage all technical areas of training activities on active learning and child friendly learning environment across all education sector
- ✚ Advocate for national policies to support quality of training for ethnic minority teachers that support the right to education for disadvantaged children
- ✚ Conduct analysis of training requirements and needs on the related topics through surveys, observations, interviews, and discussion collaborations
- ✚ Work with management to assess training needs and develop new and customized training programs and materials across all education sector

- ✚ Develop and prepare training programmes related to programme objectives and conduct training activities for education managers, teachers in project sites
- ✚ Apply a wide range of teaching methods and tools consistent with learners' learning requirements
- ✚ Ensure that course content is well-structured, technically sound and contains adequate instructional materials
- ✚ Monitor teaching activities applied in the project sites to ensure standards are met.
- ✚ Coordinate with other team members to develop training manuals and other teaching and learning materials basing on the needs and objectives of the programme, ensuring quality of Save the Children's education publications
- ✚ Contributing good team spirit and a strong education team
- ✚ Comply with the requirements of Save the Children's Child Protection Policy to ensure maximum protection for children.

Working contacts

Internal: Report to Sector Head, Programme director. Working closely with project managers and other officers

External: Implementing partners, different Department of the Ministry of education and training

Person specification

Essential

- Mater Degree in education
- At least 10 years experience in active learning, child friendly learning environment
- Demonstrated experience in training design, implementation monitoring and evaluation.
- Proven knowledge of education policies and practice.
- Strong interpersonal, communication and organizational skills.
- Excellent problem-solving skills.
- Must be computer literate and able to self- service for routine office purposes
- A proven commitment to children's rights and equality of opportunity

Desirable Working knowledge of national policies /strategy and practice in education and socio-economic development.