



JOB DESCRIPTION

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| Position Title: Training Support Volunteer | Grade / Level: |
| Department: Training and Capacity Building | Program: Regular ARLAC courses and sponsored projects |
| <p>Background and Rationale</p> <p>The African Regional Labour Administration Centre (ARLAC) was jointly established in 1974 to address Labour Administration issues such as growing unemployment, underemployment, lack of skilled manpower, lack of clear and progressive wages and incomes policy, poor industrial relations, inadequate protection from work environments, absence of comprehensive social security schemes and a host of many other ills. The organization provides capacity building services designed to strengthening the capacities of labour administration systems in Africa targeting mainly labour administrators and their social partners throughout English-speaking Africa. The capacity building initiatives are expressed through training; consultancy and advisory services; research and studies; as well as information provision services.</p> <p>The Training and Capacity Building department, conducts capacity assessment, lead in curriculum development, periodic reviews and development of training tools such as case studies, scenarios, exercises, session plans and delivery of the courses with technical inputs and guidance from other technical consultants and partners. ARLAC Training Coordinator works with other departments and to oversee the overall successful deliver of ARLAC training activities.</p> <p>The Training Assistant will work closely with the Information Officer and other staff to deliver the scheduled trainings for the given year. This includes coordinating the day-to-day logistics and all communications and administration with participants. S/he will also work with trainers to organise time table, training materials and process the evaluations of modules.</p> | |
| <p>Roles and Responsibilities</p> <ul style="list-style-type: none"> • Work in collaboration with the information officer and other staff/ experts to ensure effective logistics before and during course delivery including setting up the venue, of induction for trainees, uploading course materials in liaison with the trainers, etc • Manage all nominations from invitation to nominate, manage database, and attend to inquiries; • Assist in the monitoring of trainees' attendance and progress in line with ARLAC training policy; • Assist participants during the courses and ensure that all technical requirements are fulfilled; • Assist in the setting up courses using ARLAC's eLearning platform (Moodle) and Zoom software; • Support the development of impact surveys, gathering feedback from trainers and trainees after each training session and monitoring of trainings; • Provide analysis of the participants' attendances for reporting to the nominating agencies; • Provide support on filing, organising and archiving training materials; • Perform any other task assigned by the information Officer, other relevant officers. | |
| <p>Required Qualifications and Specification</p> <ul style="list-style-type: none"> • Minimum of first degree in humanities, Training, HR or related field; • Relevant work experience (at least one year of office experience); • Experience in organising events such as seminars, workshops or conferences; • Experience with the use webinar software (Zoom) and e-learning platforms; • Ability to research and present information and presentations as well as good report writing skill; • Ability to use social media for promotion and dissemination of content; • Ability to work under pressure, to multi-task and prioritise; | |