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The United Nations World Food Programme

The UN World Food Programme is the largest humanitarian aid agency in the world. In Laos, WFP is committed to helping to reduce the vulnerability of the population and reduce food insecurity of poor families throughout the country. All WFP staff contributes as a team to this mission.

Vacancy Announcement: Training Specialist for Learning and Development (L&D) International Consultant - Locally Recruited

Vacancy Announcement No: WFP LAO 001	Date: 16 January 2015
Title: Training Specialist (L&D)	Duty Station: Vientiane
Grade: Consultant	Contract Type: International Consultant- Locally recruited
Organization Unit: HR Unit	Deadline for application: 30 January 2015
<p>We are looking to fill a Training Specialist (L&D) as sub section in the HR unit, based in the Vientiane Country Office. He/she will work under the direct supervision of the HR Officer and will carry out the following duties and responsibilities:</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none">• Draft Terms of Reference, Statement of Work and Requirements for training programmes to be delivered, as required by the team;• Liaise with and facilitate entry of training service providers into the mission as well as providing logistical and administrative support to the delivery of training within the mission;• Design Training Monitoring and Evaluation Systems including drafting of policy documents for training;• Oversee the delivery of in-house training to ensure the development and upgrade of relevant training materials as needed;• Monitor and follow up on staff returning from external training programmes, to capture lessons learnt from the training, through receipt and analysis of training evaluation reports;• Implement a system for analysing the absorption/retention of trainings received. This should include material retention (immediate, after 6 months and after 12 months) and the relevance and usage of the specific in their routine work.• Oversee and ensure the timely preparation of budgetary allocations, monitor all financial aspects of training-related expenditure and ensure that training activities stay within the budget allocation;• Oversee the development of systems and methods for disseminating information to mission personnel on training and staff development opportunities, including distance-learning, self-study, and other sources of learning;• Manage and develop systems and coordinate responses to queries and requests;• Monitor the courses from the Learning Management System and introduce important and relevant courses to the staff when necessary;• Perform other task as required.	<p>Minimum Requirements:</p> <ul style="list-style-type: none">• A minimum of a first level university degree in human resources management, public or business administration or social sciences;• Certification in the delivery of training or prior participation in a training of trainer is required;• At least 5 years of working experience in the area of Human resources, organizational development and/or training. Sound skills in information technology commensurate with educational qualifications in the same area;• Sound communication and analytical skills;• Fluency in spoken and written English;• Experience in international and/or multicultural working environment;• Ability to work independently and also to network with staff members at all levels, in various units/sub offices in the performance of functions; <p>Application Submission</p> <p>Applicants should submit a letter of interest and curriculum vitae (including at least names, contact numbers or email addresses of 3 work referees) and education certificate in a sealed envelope marked "Confidential" to:</p> <p>The UN World Food Programme Donnokhum Village, Sisattanak District P.O. Box 3150, Vientiane, Lao PDR or email: vacancies.laos@wfp.org</p> <p>Please mention the vacancy announcement number and post title on the envelope.</p> <p>WFP is committed to gender balance in all functions and at all levels. We are committed to increasing the number of female staff in our offices. Female candidates in particular are encouraged to apply.</p> <p>Only short-listed candidates will be contacted for an interview. Please note that CVs and other documents submitted to WFP cannot be returned.</p>