

**TORs –Capacity and Curriculum Development Expert
Training & Capacity Building)**

Eligibility Criteria:

- Qualification: Advance Degree in Social Sciences preferable Disaster Risk Management (DRM) and Administrative Sciences.
- Experience: Minimum 07 years experience with 03 years in conducting trainings/working in public sector organizations.
- Age Limit: 40 years

Description:

The Capacity and Curriculum Development Expert -Training & Capacity Building will work under the overall supervision of Senior Capacity Building Specialist (SCBS) NIDM, and the incumbent will perform the following duties:

1. Shall facilitate SCBS in all matters of NIDM.
2. Shall assist SCBS in the designing and execution of training courses and workshops including capacity building at all levels.
3. Shall provide support to SCBS in Research Section in developing/revision of the training material.
4. Shall supervise training and capacity building packages/curricula identified by relevant development and government partners.
5. Shall coordinate with UN agencies and other humanitarian stakeholders working on DRM programmes.
6. Shall managing the logistic arrangements for on-campus & off-campus activities.
7. Shall assist SCBS in the overall administrative & logistic affairs of NIDM.
8. Shall supervise Inventory management.
9. Undertake any other activity/ies that may be assigned by the SCBS.
10. Candidate may be able to undertake extensive journey(s) across the country.

**TORs –Research and Knowledge Management Expert
Training & Capacity Building)**

Eligibility Criteria:

Qualification: Advance Degree in Social Sciences preferable Disaster Risk Management (DRM) and Administrative Sciences.

Experience: Minimum 07 years experience with 03 years in conducting trainings/working in public sector organizations.

Age Limit: 40 years

Description:

The Research and Knowledge Management Expert -Training & Capacity Building will work under the overall supervision of Senior Capacity Building Specialist (SCBS) NIDM, and the incumbent will perform the following duties:

1. Shall facilitate SCBS in all matters of NIDM.
2. Shall assist SCBS in the designing and execution of training courses and workshops including capacity building at all levels.
3. Shall provide support to SCBS in Research Section in developing/revision of the training material.
4. Shall supervise training and capacity building packages/curricula identified by relevant development and government partners.
5. Shall coordinate with UN agencies and other humanitarian stakeholders working on DRM programmes.
6. Shall managing the logistic arrangements for on-campus & off-campus activities.
7. Shall assist SCBS in the overall administrative & logistic affairs of NIDM.
8. Shall supervise Inventory management.
9. Undertake any other activity/ies that may be assigned by the SCBS.
10. Candidate may be able to undertake extensive journey(s) across the country.

TORs –Training Coordinator

Eligibility Criteria:

- Qualification: Degree in MBA, Social Sciences preferable Disaster Risk Management (DRM) and Administrative Sciences.
- Experience: Minimum 05 years experience with 02 years in conducting trainings/working in public sector organizations.
- Age Limit: 30 years

Description:

The Training Coordinator (Assistant Director) will work under the overall supervision of Senior Capacity Building Specialist (SCBS) NIDM, and the incumbent will perform the following duties:

1. Shall facilitate SCBS in the coordination and execution training courses and workshops including capacity building at all levels.
2. Shall provide support to research section in developing/revision of the training material.
3. Shall facilitate to SCBS in the developing of training and capacity building packages/curricula identified by relevant development and government partners.
4. Development and execution of outreach activities.
5. Take session on the subjects of expertise during training both on-campus and off-campus.
6. Developing linkages with national and international academic and research institutions and other partners working on DRM.
7. Coordination with UN agencies and other humanitarian stakeholders working on DRM programmes.
8. Undertake any other activity/ies that may be assigned by the SCBS.
9. Candidate may be able to undertake extensive journey(s) across the country.

TORs –Training Support Officer

Eligibility Criteria:

- Qualification: Degree MBA, Social Sciences preferable Disaster Risk Management (DRM) and Administrative Sciences.
- Experience: Minimum 05 years experience with 02 years in conducting trainings/working in public sector organizations.
- Age: 30 years

Description:

The Training Support Officer will work under the overall supervision of Senior Capacity Building Specialist (SCBS) NIDM, and the incumbent will perform the following duties:

1. Shall facilitate Capacity and Curriculum Development Expert in all matters of NIDM.
2. Shall assist Capacity and Curriculum Development Expert in the designing and execution of training courses and workshops including capacity building at all levels.
3. Shall provide support to Research and Knowledge Management Expert in Research Section in developing/revision of the training material.
4. Shall supervise training and capacity building packages/curricula identified by relevant development and government partners.
5. Shall coordinate with UN agencies and other humanitarian stakeholders working on DRM programmes.
6. Shall managing the logistic arrangements for on-campus & off-campus activities.
7. Shall assist Capacity and Curriculum Development Expert in the overall administrative & logistic affairs of NIDM.
8. Shall supervise Inventory management.
9. Undertake any other activity/ies that may be assigned by the Capacity and Curriculum Development Expert.
10. Candidate may be able to undertake extensive journey(s) across the country.