

VACANCIES

Early Childhood Development Project (ECDP)

The Project

Reorganizing the importance of the role of Early Childhood Development (ECD) in achieving the country's long term development goals, the government of Sri Lanka (GOSL) has decided to increase its support to the sector through the World Bank supported Early Childhood Development Project with the objective of enhancing equitable access to and improving the quality of ECD services across the country. The Project is organized under two components 1) expanding and strengthening the delivery of ECD services, and 2) project management and monitoring and evaluation.

Given the important role of training activities under the project, the State Ministry of Women and Child Development, Pre- School & Primary Education, School Infrastructure & Education Services is looking for Training Officer who can coordinate with the Training Specialist (TS) under the project, provide support to training activities in PHDT and ensure quality assurance.

The plantations component of the project is seeking suitable qualified candidates for the following position.

Training Specialist

Key Tasks

- Designing and developing of training plan.
- Identifying and addressing training needs of CDCs.
- Maintaining training records and training plans and preparing training workshop reports and status.
- Preparing Training Materials/IEC Materials if required.
- Ensuring completion and documentation of required monthly training.
- Co-ordinate all regions to conduct Parental Awareness Programme and submit monthly reports to Deputy Project Director and Bills to Project Activities. All Bills should be supervised accurately.
- Make field visits to regions and Monitoring & Evaluation Specialist in order to monitor ECD activities in CDC and a close scrutiny should be made in the activities in CDCs. A comprehensive report should be submitted after every visit to the DPD-ECDP.
- Preparing of list of training materials, equipments and stationery for programmes and submit to DPD-ECDP.
- Upon completion of all training programmes, original bills with list of other required documents to be submitted to DPD-ECDP.
- To ensure the quality of all training related activities Diploma, Refresher trainings, Parental awareness and other related training initiatives successfully.
- Ensure that participants are benefitted with training after each session and submit workshop reports to the DPD/ECDP.
- Prepare monthly training progress reports to be submitted to the Project Management Unit, Ministry of Women and Child Development, Pre-School & Primary Education, School Infrastructure & Education Services.
- To accomplish any other tasks relevant to ECD Project assisted by World Bank that is assigned by the DP-ECDP.

Qualifications

Successfully completed Degree in the field of Human Resource Management, Education, Sociology, Communication or any other related field recognized by the University Grants Commission (UGC)

And

Postgraduate qualification in the field of Human Resource Management, Education of any other field relevant to training is preferred.

Experience

- 3-5 years' experience in training sector or project implementation in development sector.

Professional Competencies

- Ability to interact with staff in the relevant agencies.
- High level of computer literacy, including Word, Excel, email and the Internet.
- Strong communication skills and good interpersonal relations and Communicate with Tamil Language would be an advantage.

Reporting Authority: The Deputy Project Director, PHDT.

Age: Preferably below 60 years

The selected candidate will be employed on fixed term contract with an attractive remuneration package. Application giving full bio-data with two non-related referees, including the position on the top left corner of the envelope should be sent within 14 days of this advertisement to the below address or email to: vacancies@phdt.lk

**Director General,
Plantation Human Development Trust,
No. 427/14, Robert Gunawardena Mawatha, Battaramulla.
Web: www.phdt.org**