

Learning Advisor

Job Description

We are an international training and consultancy organization offering technical training and education services designed for individuals, and organizations working in the agriculture, climate change and environment; disaster management; education; food and nutrition; health; humanitarian relief; logistics and telecommunication; recovery and reconstruction; safety and security; water sanitation and hygiene sectors .

We are looking for Learning Advisors (7 Positions) to ensure the smooth and effective functioning of our Institutes as follows:

1. Learning Advisor: Research, Data Management and Statistics Institute
2. Learning Advisor: Project Management, Monitoring and Development Evaluation Institute
3. Learning Advisor: GIS, Remote Sensing and Earth Observation Institute
4. Learning Advisor: Agriculture, Food Security and Rural Development Institute
5. Learning Advisor: ICT for Development (ICT4D) and Mobile Technologies
6. Learning Advisor: Development and Humanitarian Work Capacity Building Institute
7. Learning Advisor: Governance, Leadership and Management Institute

Responsibilities

- Design and develop training programs (outsourced or in-house)
- Creation or modification of required training modules guided
- Choose appropriate training methods per case (simulations, mentoring, on the job training, professional development classes etc.)
- Market available training opportunities to organizations and provide necessary information
- Conduct sector wide needs assessment and identify skills or knowledge gaps that need to be addressed
- Use accepted education principles and track new training methods and techniques
- Design and prepare educational aids and materials
- Assess instructional effectiveness and summarize evaluation reports determining the impact of training on learners' skills and how it affects KPIs
- Partner with stakeholders and liaise with matter experts regarding instructional design
- Maintain updated curriculum database and training materials records
- Manage and maintain in-house training facilities and equipment
- Development and analysis of training assessments
- Ability to manage varying classroom sizes
- Determine additional training strategies based on data or observation
- Provide consistent and developmental feedback to clients
- All other relevant duties assigned

Requirements

- Knowledge of Public Service in Kenya
- Proven working experience in coordinating multiple training events in a corporate setting
- Extensive knowledge of instructional design theory and implementation
- Adequate knowledge of learning management systems and web delivery tools
- Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate)
- Familiarity with traditional and modern training methods and techniques

- MS Office proficiency
- Advanced organizational skills with the ability to handle multiple assignments
- Strong communication skills
- Excellent interpersonal skills to interact with all levels (client, sales, program managers, supervisors, and agents)
- Previous training assessment and evaluation experience
- Project management skills required.

Qualifications and Experience:

- Relevant First Degree (Bachelors) in the respective Institutes. Relevant Masters Degree will be an added advantage.
- Working knowledge of Research and Statistics, Agricultural Economic, M & E, Project Management, ICT & Mobile Technology or any other relevant Social Science related background in the respective Institutes
- Minimum of two (2) years work experience in a related field/position especially in an Institution of Higher Learning.
- A working knowledge in Sales & Marketing, preferably product/business development.
- Research and data analysis skills (qualitative and quantitative).
- Statistical analysis skills will be required
- Teaching/training experience will be required
- Proficient in any or several of the following software: EPI INFO, STATA, QGIS, ArchGIS, SPSS among others

Application procedure:

- If you meet the above criteria, please send your application to hr@indepthresearch.org on or before 24th January 2017.
- **Note: Use the job title as the subject line in your application email.**