

JOB DESCRIPTION

<u>Job Title:</u> Training Assistant	<u>Department/Unit:</u> Learning and Development Unit
<u>Reports To:</u> <i>Senior Training Officer/ Supervisor</i> <u>Supervises:</u> N/A	<u>Employment Status:</u> X Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Project <input type="checkbox"/> Consultant <input type="checkbox"/> Others (Specify) _____
<u>Job Level:</u> Assistant	<u>Work Location:</u> Meralco Compound, Pasig City
<u>General Description:</u> <p>The Training Assistant provide technical assistance to the L&D Unit and oversees the entire training undertaking of the Foundation from pre-training to post-training activities. He/She will provide assistance to the Senior Training Officers ensuring optimal training initiatives of the Foundation.</p>	
<u>Essential Functions:</u> <ol style="list-style-type: none"> 1. Assist in conducting training needs assessment for PDRF. 2. Assist in planning of different training and capacity building events (e.g. create work plans, budgets, and other necessary tools). 3. Coordinates the preparation for different training events under the PDRF Preplab: <ol style="list-style-type: none"> a. Development of training design and/or modules b. Identification of training providers or resource persons or training team c. Handle logistics concerns with PDRF's admin and finance officer 4. Provide assistance in conducting/delivery of training activities including facilitation, if necessary. 5. Provide assistance to ensure the documentation of training events, the conduct of post-training evaluation, and the preparation of the post-training report. 6. Performs other training-related tasks assigned by the Foundation. 	
<u>Educational Background/Work Experience (Minimum Requirements):</u> <ol style="list-style-type: none"> 1. Bachelor's Degree in Education, Development Communication, Communication, Development Studies, or any related discipline which covers Adult Learning Methodology 2. Working knowledge of 4-5 years in Training Facilitation and Instructional Design is a must 3. Knowledge in Disaster Risk and Reduction Management is an advantage 	

<p><u>Other Skills/Qualifications:</u></p> <ol style="list-style-type: none"> 1. Resilient/Adaptable 2. Excellent oral and written communication skills 3. Meticulous to details 4. Output oriented 5. Strong analytical and research skills 6. Ability to work under pressure and meet deadlines 7. Strong interpersonal skills (with integrity/approachable) and a team player 	
<p>Approved by:</p> <p>_____</p> <p>Immediate Superior's Signature over Printed Name</p>	<p>Conforme:</p> <p>_____</p> <p>Employee's Signature Over Printed Name</p>
<p>Date:</p>	<p>Date:</p>