

Programme Specialist (Training for Transformation) Position Description and Selection Criteria

About ASPBAE

ASPBAE is a regional association of over 120 civil society member organisations (CSOs) from 30 countries in the Asia South Pacific region, committed to advocating for quality, empowering education for all, especially for marginalised groups.

ASPBAE's Training for Transformation (TfT) Programme is a core programmatic expression of ASPBAE's leadership capacity building strategy, which advances innovative, pro-poor, rights-based youth, adult learning and education (ALE) within a life-long learning framework, through targeted activities.

ASPBAE's TfT programme involves:

- Organising capacity building activities that inspire and enable practitioners of ALE to enhance their work, and to synthesise the lessons from their rich practice to help shape ASPBAE's advocacies on youth, ALE and lifelong learning;
- Fostering greater engagement between practitioners of youth and adult education and education rights advocates;
- Mobilising young people and women in particular, in ASPBAE's leadership and capacity building activities;
- Building and enriching a shared conceptual analysis on 'quality' and 'transformative' youth and adult education.

Further details about ASPBAE can be found on our website www.aspbae.org

Position Description

ASPBAE is seeking a Programme Specialist (Training for Transformation) based in the Asia South Pacific region. The selected person will report to ASPBAE's Regional Coordinator, Training for Transformation, and will -

1. Assist in the coordination of ASPBAE's Training for Transformation Programme in the Asia South Pacific region.
2. Work with ASPBAE member organisations to build their capacities on adult education and learning themes through organisation of demand-driven trainings at the sub-regional and regional level.
3. Provide specialist support for designing need-based thematic trainings, such as on gender equality in education, Education for Sustainable Development (ESD), Global Citizenship Education (GCED), lifelong learning, and SDG 4 education advocacy, among others.
4. Develop training modules on various educational themes.
5. Contribute to activity and other institutional reports through on-going documentation of programme activities.
6. Develop relevant content for the Training for Transformation sub-site in the ASPBAE website.
7. Generate content for social media and ASPBAE publications on capacity building in association with the Information and Communications team of ASPBAE.

8. Assist in the development and mentoring of a Community of Practice of youth and adult educators in the region.
9. Work in coordination with the ASPBAE team on institutional programmes.
10. Assist in networking with adult education experts and organisations who can help TfT in its capacity building programmes.

Selection Criteria

a) Experience and Knowledge

- Sound knowledge of Asia Pacific political, economic, and social development issues, preferably through first-hand experience in civil society work in Asia Pacific countries and contexts.
- Experience working with NGOs/CSOs at a national level. CSO work at a regional level would be a strong advantage.
- Experience as a community-based educator, and facilitation with participatory learning approaches.
- Sound experience in development, management, implementation, monitoring and evaluation of training programmes.
- Experience in developing training modules and manuals.
- Experience in proposal development, report writing, and budget monitoring for training programmes.
- Minimum 8 years (full-time) work experience with NGOs or CSOs.

b) Skills and Personal Attributes

- Excellent cross-cultural, gender aware, interpersonal, and representational skills.
- Excellent oral and written communication skills in English.
- Core skills-set to include extensive training and facilitation skills with youth and adults, preferably in cross-cultural settings.
- Strategic planning skills.
- Workshop, group, and meeting facilitation skills.
- Mentoring skills.
- Networking and liaison skills.
- Sound analytical, organisational, project, and time management skills.
- Skills in word processing and using spreadsheets, internet, and email communications.
- Ability to work independently and also as part of a team.
- An energetic, creative, flexible problem solver, with an ability to listen and evaluate.

The position is initially for one (1) year, with a very strong prospect of continuing for further years. Gross compensation of US\$ 2,000 per month is offered. The selected person must be able and willing to travel mainly within the Asia Pacific. The exact location of the position within the Asia Pacific is negotiable.

Applicants are requested to send a cover letter addressing the selection criteria, plus their CV and also the names, email, and phone details of two referees to Anita Borkar at - anita.aspbae@gmail.com.

Applications close 30 June 2019.