JOB ADVERTISEMENT

POSITION: MENA Junior Trainer

POSITION SUMMARY: The New Tactics MENA Junior Trainer assists the MENA Lead Trainer with training program support activities as well as with developing training materials and conducting training and mentoring activities. These responsibilities support the development of a growing training team and reach in the MENA region to expand capacity.

ORGANIZATION: The Center for Victims of Torture (CVT) provides rehabilitative support to survivors of torture and works for the prevention of torture worldwide. We work locally, nationally and internationally through programs that provide treatment services, training, research and advocacy that heal survivors and end the practice of torture.

NOTE: This position is offered in the New Tactics in Human Rights MENA office. For more background on our work, visit: www.newtactics.org. To learn more about the overall work of CVT visit: www.cvt.org.

INITIATIVE SUMMARY: The MENA office is a component of the New Tactics in Human Rights Program at the Center for Victims of Torture (CVT), providing capacity building training and online networking to the broad human rights community to share experiences and exchange resources and tactical ideas to advance human rights around the world.

LOCATION: Based in Amman, Jordan, with some travel to MENA countries

KEY RESPONSIBILITIES & DUTIES

Time Description

60% Training Program Support

- Develop tools to ensure that the implementation of training activities corresponds with MENA office grants, monitor and share the progress of those activities.
- Develop and coordinate logistical and operational plans with MENA Lead Trainer and in-country field training officers for training programs’ communications, logistical and operational needs, including: hotel and travel reservations for local and international participants, preparation and set up of facilities and all needed equipment.
- Maintain relationships with current New Tactics MENA trainers and their organizations in order to best manage and coordinate their deployment for the NT MENA capacity building training program opportunities and mentoring processes. This includes identifying suitable trainers for project activities and briefing them on the project objectives and timeline.
- Collect reports from MENA trainers and field training officers and prepare post-training summary reports and analysis in coordination with the MENA Lead Trainer.
- Maintain an up-to-date archive of all training related documents (soft & hard copies).
- Communicate regularly with all local and regional partners. Manage training registration, security protocols, follow up, and communication with participants.
- Coordinate with MENA Lead Trainer to develop trainer support mechanisms; and facilitate the implementation and oversight of evaluation processes.
- Coordinate with MENA Lead Trainer to explore new opportunities in line with the NT MENA plan with key stakeholders in the MENA region to engage and build the capacity of new trainers and training organizations to use and apply New Tactics methodology, tools and resources.
- Work with suppliers to design and produce posters, training manuals, brochures and any additional requirements.
- Assist with project reporting related to the training program.

30% Training and Development of Training Materials
- Assist in the assessment, development, translation, and design of MENA appropriate New Tactics training materials, tools and modalities (e.g., inclusion of MENA examples in training materials and resources, multi-level and audience module and format development).
- Develop capacity and skills to provide New Tactics method training assistance and support to Lead Trainers and Field Officers as necessary.

10% General Responsibilities
- Participate in MENA and HQ (virtually) New Tactics meetings, trainings and organizational planning and review sessions, inter-program coordination efforts, and provide support to the MENA Program Manager and other duties as assigned.
- Support the planning and facilitation of regular team meetings to inform the MENA team on training program development and to explore innovative ideas for the development of the training program.
- Brief the MENA Online Engagement Coordinator on the program updates as to be shared in the website and the e-newsletter.
- Support outreach and networking opportunities (e.g., sharing New Tactics information, resources and opportunities with new participants when attending activities of other organizations.
- Additional tasks and responsibilities assigned by the MENA Program Manager to further the goals of the Initiative.

RELATIONSHIPS
Reports to: MENA Lead Trainer
Supervises: N/A
Internal contacts: CVT-Jordan/MENA Region:
- MENA Program Manager, MENA Lead Trainer, MENA Digital Media Coordinator, NT Trainers, and NT Field Officers based in the region, CVT-Jordan staff, Technical Support & IT Specialist, HR Manager, Outreach & Partnership Manager, Country Director; and others as program needs arise.
- CVT – Headquarters:
- New Tactics Program Manager, New Tactics Training Manager, New Tactics Online Engagement Coordinator others as program needs arise

External contacts: MENA partner organization staff, training and capacity building organizations, and other human rights practitioners and organizations

QUALIFICATIONS
1. Minimum of a Bachelors degree in Humanities and Social Science or related field.
2. Minimum two years previous experience in organizing training programs. Direct experience in designing and developing training curriculums and training systems; and implementing training programs – including facilitation and stand-up training delivery.
3. Technical & Professional Skills on the related Training field. (e.g., New Tactics method, human rights, and advocacy)
4. Excellent interpersonal, written and verbal communication skills in Arabic and English; and demonstrated ability to communicate effectively with individuals at all levels.
5. Excellent editing and content design skills including writing proposals with multi-stakeholders.
6. Computer skills, including experience with MS Office software, email, internet and desktop publishing.
7. Ability and readiness (valid passport) to travel when necessary.
8. Additional desirable skills:
   - Previous advocacy training and implementation experience.
   - Previous voluntary work and extra curriculum activities
   - French language is highly desireable

CERTIFICATES, LICENSES, REGISTRATIONS: Jordanian Citizenship or permit to work in Jordan

WORK ENVIRONMENT
- Typical office environment.
- Time spent on the computer is approximately 75%.
• Travel: Ability to travel nationally and internationally. Approximately 10 – 15%.
• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**WORKING HOURS:** Full time from 9:00am -5:00pm including lunch break, from Sunday to Thursday.

All applicants must send your C.V and a motivation letter no later than 10 February 2019 to the following email: newtacticsmena@CVT.ORG indicating the name of the position [MENA Junior Trainer] in the subject line of the email. We will only accept applications received on the email above.

To learn more about our program, you can also visit our:
• Facebook: https://www.facebook.com/newtacticsmena
• Twitter: @newtacticsmena
• Arabic Website: http://www.newtactics.org/ar