



Training & Learning Coordinator

Deloitte Yousuf Adil, Chartered Accountants

Member of Deloitte Touche Tohmatsu Limited

Experience: Minimum 3 years

Job Location: Karachi

Country: Pakistan

Positions: 1

Job Type: Full time Contractual (Approximately 6 months)

Salary: Market Compatible

Project Description:

Deloitte Yousuf Adil, Chartered Accountants (Deloitte Pakistan) is contractor for USAID on Sindh Capacity Development Project (SCDP), a USAID three-year project that will support the sustainability of the Sindh Basic Education Program (SBEP). This will be done by ensuring stronger governance and improved public accountability in the education sector through systems building and institutional strengthening of Program Management and Implementation Unit (PMIU) and Education and Literacy Department (E&LD) of the Government of Sindh.

SCDP aims to:

- Improve efficiency and effectiveness of the Program Management and Implementation Unit (PMIU) to manage and implement SBEP in an effective and transparent manner;
- Strengthen the effectiveness and impact of SBEP through the implementation of the monitoring and evaluation (M&E) plan and further disseminate knowledge to guide the education sector's M&E programs and practices in Sindh;
- Facilitate the systematic generation of knowledge on education challenges and innovative interventions and strategies to inform decision-makers for the improvement of education policies and programs in general and SBEP in particular;
- Strengthen capacities, systems and policies of the Education and Literacy Department (E&LD) to improve the education services in conjunction with the education reforms in Sindh

About Deloitte Yousuf Adil, Chartered Accountants:

Deloitte Yousuf Adil, Chartered Accountants is a member of Deloitte Touche Tohmatsu Limited (DTTL), one of the largest professional services organizations in the world, with a workforce of 200,000 people in more than 150 countries. It is one of the Pakistan's leading professional services firm, provides audit, tax, enterprise risk services, financial advisory and consulting to a wide range of local and multinational clients.

The firm was established in 1972 and it has become one of the leading professional services firms in Pakistan. The firm is providing services to over 500 clients including both multinational and local companies. The firm has significant presence across manufacturing, services, commercial, financial and public sector entities in the country. The firm has a workforce of more than 600 people in 4 offices across the country. Our staff includes more than 100 qualified accountants, MBAs, IT experts and other technically qualified persons.

Deloitte Yousuf Adil, Chartered Accountants brings together clients, offers innovative solutions, and endeavors to exceed client expectations. The firm adopts a customized, responsive and personal approach towards client service and offers a complete range of services across various industries.

The Context of Trainings under Component 4:

Component 4.b of SCDP mandates to "Strengthen capacities of teachers, students and communities in ICT use under PPP". Responding to USAID's request, Intel Pakistan has signed an MoU jointly with GoS and USAID to train teachers, students and community members on the use of ICT in their every-day teaching, learning and life under its Corporate Social Responsibility (CSR). The referred company will provide hands-on training in the targeted seven districts and five towns of



Karachi. Computer laboratories of the project schools will be used as venue of the training. The Contractor in coordination with the PMIU and the Intel Pakistan will facilitate the logistics (i.e. training stationery, refreshments for participants etc.) of training sessions. The Contractor in consultation with PMIU will also closely coordinate with Community Mobilization Program (CMP) and Sindh Reading Project (SRP) to have smooth access to project villages and sites. There will be school based training sessions for students and out of school adolescents and adults at computer laboratories set up within the project schools.

The key deliverables under this sub-component are:

- Minimum of 800 government teachers (at least 30% females) participate in training sessions and demonstrate competencies in effective use of ICT in teaching-learning process at schools;
- Minimum of 4,000 students (at least 50% girls) participate in training sessions to demonstrate competencies for using ICT as an effective tool in their everyday learning specially science learning;
- Minimum of 4,000 out of school children (ages 13-17) and adults (at least 35% females) residing in project villages participate in ICT literacy programs.

Another set of deliverables under SCDP Component 4.d assigns the contractor to “Enhance the Government Capacity in education planning, administration and management at provincial and district levels”. The Contractor will use multiple methods inclusive of training, study tour and relationship building etc. to build the capacity of the identified relevant government officials at provincial and district levels. The Contractor in coordination with ELD will conduct capacity building needs assessment at provincial and district levels in order to identify capacity gaps and constraints. Based on the findings of the said assessment, the Contractor will develop and implement the capacity development plan for officials of ELD, PMIU and District Education Offices, as under:

- Tier-1: Minimum of six high-level provincial officials trained at a US based university to sharpen their skills and knowledge on cross-functional leadership and policy reforms.
- Tier-2: Minimum of ten managers and technical staff of ELD participated in a regional study tour to enhance their understanding of best practices in education and observed to be applying new knowledge for the implementation of education reforms in Sindh.
- Tier-3: Minimum of 25 district level education managers from the target districts/towns trained and/or sent to inter - provincial exposure and observed to be contributing to the implementation and management of SBEP more efficiently.

To achieve the above, a position of “**Coordinator Training & Learning**” (T&L) is envisaged who will be responsible to achieve the deliverables/targets under aforesaid sub- Components 4.b and 4.d of SCDP, with the support of two Training Executives, to facilitate, supervise and document above trainings.

Job Description and Role:

The incumbent of the position of **Coordinator- Training & Learning** will extend its full support to Team Leader- Education Reforms and Policies (TL-ER&P) and Chief of Party (COP) SCDP to plan, coordinate and implement ICT Trainings of teachers, students and out of school children (OOSC) on the one hand; and on the other hand, arrange and facilitate as per need, trainings/study visits of Tier-1, 2 and 3 officials, by providing technical expertise, arranging logistics and managing relationships with ELD, PMIU and private sector partners, as per advice of line officers. The Training & Learning Coordinator shall build his/her team of Training executives and provide technical input/ feedback to Team Leader- ER&P and COP-SCDP from planning phase till completion/ debriefing session of each phase of training and study tours. The Coordinator-T&L should be familiar with the training issues under public private partnerships. Hence, the incumbent of the position will, inter alia:

- Develop ICT Training plans in collaboration with Intel Pakistan, and arrange trainings of 100 master trainers, 800 participant teachers, 4,000 students and 4,000 OOSC/adults;



- Collaborate with Intel training team during training of ICT- Master Trainers (M.Ts); review implementation on sample basis in Project districts and towns and evaluate the outcomes/ impact of training;
- Take lead in building and grooming his/her team of two Training Executives (TEs); and provide resources to trainers/ participant teachers,
- Maintain a close liaison with PMIU, CMP, SRP and District Education offices to complement each other's work on ICT Trainings in Project's seven (7) districts of North Sindh and five (5) towns of Karachi.
- Liaise with project counterparts on school-to-school implementation of ICT training activities and assist in expediting and step by step operationalization of the ICT Trainings in all districts and towns under SBEP;
- Establish and build relationships with key stakeholders inside and outside the schools and the community.
- Draft documentation of training process including revision of training manuals as per need, technical sessions, meetings etc.
- For capacity building trainings/ study visits, conduct training needs assessment (TNA) of officials of ELD and PMIU, map out training/ study visit plans, design and develop training programs for tier-1, 2 & 3 officials.
- Manage training budgets and monitor handling of logistics for training activities including venues, equipment and light refreshments during all trainings cycles; Maintain updated curriculum database and training records;
- Assist in Logistical arrangements (Visas, boarding, lodging), orientation, briefing/debriefing sessions, reporting formats, mini conferences of Tier-1 and Tier-2 officials of ELD & PMIU regarding their trainings/ study visits to USA and Regional countries respectively;
- Record and disseminate best practices and challenges in both type of trainings in education, under sub-component 4.b & 4.c;
- Support to undertake analysis of successes and failures of all aspects of training processes and develop case studies on aforesaid trainings; and
- Contribute in assessing instructional effectiveness and summarize evaluation reports determining the impact of training on teachers, students and OOSC/adults as well as Training/ study visits of officials.
- Extend full support in planning other trainings under any other Component of SCDP e.g. Manual related trainings in Component 1."

Qualifications:

- Minimum BS degree in Education, HR and preferably Master's degree in Business Administration, social sciences, education or related field;
- Minimum 3 years of experience of training, particularly ICT Training coordination in public or private sector;
- Proven working experience in coordinating multiple training events in educational institutions;
- Extensive knowledge of instructional design theory and implementation;
- Strong knowledge of developing/planning training activities for teachers and students;
- Proven working experience in coordinating multiple training events in a Public sector and corporate setting;
- Adequate knowledge of learning management systems preferred;
- Strong communication skills, both interpersonal and written.
- Strong English writing and speaking skills; professional level Urdu/ Sindhi preferred.

Application Instructions:

Please email a CV, letter of interest, and details of three professional references with names and contact information to **pkhumancapital@deloitte.com** no later than December 11, 2017. Please write "SCDP: ICT Training Coordinator" in the subject line. All interviews will be held in Karachi.

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