



Rythmus Foundation

Job Description

Position Title:	Training Officer
Key Responsibility:	1. Conduct comprehensive Training Needs Assessments (TNAs) for staff, partners, and community beneficiaries to identify capacity gaps. 2. Design, develop, and update effective training curricula, modules, manuals, and participant guides tailored to diverse audiences. 3. Facilitate dynamic and participatory training sessions, workshops, and refresher courses, both in-person and through virtual platforms. 4. Develop and adapt a wide range of training and IEC (Information, Education, and Communication) materials, ensuring they are contextually and culturally appropriate. 5. Coordinate all logistical aspects of training events, including venue booking, participant travel, material procurement, and schedule management. 6. Implement robust monitoring and evaluation frameworks for all training activities, using pre/post-tests, feedback forms, and impact surveys. 7. Analyse training data and prepare detailed reports on outcomes, participation, and recommendations for management and donors. 8. Utilize evaluation findings to continuously refine and improve training content and methodologies. 9. Manage and maintain an organized database of all training materials, resources, and participant records. 10. Liaise and collaborate with program teams, partner organizations, and government agencies to ensure training alignment and effectiveness. 11. Build the capacity of field staff and community facilitators through Training of Trainers (ToT) sessions. 12. Ensure all training content and processes adhere to the organization's core policies on gender, safeguarding, and do-no-harm principles.
Essential Skills	- Bachelor's degree in Education, Social Sciences, International Development, or a related field. - Minimum of 3-5 years of proven experience in designing, delivering, and evaluating training programs within the NGO/development sector. - Exceptional facilitation, presentation, and interpersonal skills, with the ability to engage and motivate diverse audiences. - Strong technical writing ability for developing high-quality training curricula, manuals, and reports. - Proficiency in monitoring and evaluating training programs to measure effectiveness and impact.
Location	Remote
Qualification	Any Graduate / B.Com / M.Com, Any Other relevant degree
Exp. Required	03 to 05 Years relevant experience.
Nature of Job	Full-Time / Part-Time / Contractual On-site / Hybrid / Remote