

Position Title	<i>PERINTIS Training Program Coordinator and M&E Officer</i>
Long Term/Short Term	Short Term Position (4 months over 6 months, plus possible extension)
Reports To	PERINTIS Team Leader, Deputy Team Leader and MEL Adviser
Job Specification	<p>Qualifications:</p> <ul style="list-style-type: none"> • A first degree or higher in relevant fields of training and education, management or monitoring and evaluation <p>Experience:</p> <ul style="list-style-type: none"> • Minimum of 5 years' experience as a training or education coordinator. • Demonstrated experience in working with groups such CSO/CBOs government, the private sector and training and education institutions. • A track record of working and engaging with community members including vulnerable groups. • A demonstrated understanding of data collection methods relevant to training and education • Experience working with international donor organisations such as DFAT will be highly regarded. <p>Responsibilities:</p> <p><i>Training Program Coordinator and M&E Officer will:</i></p> <ul style="list-style-type: none"> • Provide leadership and support to the TL/DTL and PERINTIS team members in the co-ordination of the training program across a range of training providers in various locations in Palembang. • Together with the TL/DTL and PERINTIS staff, ensure all COVID-19 safe operating procedures are in place and information on COVID-19 and the vaccine roll-out, are promoted to PERINTIS communities in conjunction with Dinas Kesehatan and local PCSP Puskesmas and other local government entities responsible for COVID-19. • In conjunction with the TL/DTL and MEL Adviser, ensure all deliverables associated with the PERINTIS design in training co-ordination and M&E are met, are on time and are of a high quality. • Procure training services that are relevant, cost effective and within budget for PERINTIS trainees. These services may be provided face-to-face, on-line or in a distance mode. The training coordinator will need to ensure COVID-19 safe practices dictate the type of training delivery. • The Training coordinator with the assistance of the TL and DTL will be responsible for developing ToRs and contracts for each Training Provider recruited by PERINTIS and will provide initial monitoring of progress of each contract. • Together with the DTL and MEL the Training Coordinator and M&E officer will measure the effectiveness of each training program in-terms of trainee experience and the employment results obtained after completion. This will include monitoring graduates after completion of their training to see if they have gained employment and reporting on their success. • Based on the MEL program, support the MEL Adviser in gathering relevant data and information for the Case Studies, Mid-term Strategic review, Performance Reporting and Lessons Learnt Workshops • Establish, maintain and develop relationships with key government departments including, Departments of Public Works, Health,

	<p>Environment, and others in Palembang relevant to the achievement of the PERINTIUS 2 training program.</p> <ul style="list-style-type: none"> • Work closely with community level training providers to ensure the training is of high quality and is relevant to the employment or self-employment market. • Ensure key stakeholders are kept informed at strategic points throughout the process. • Work closely with the Workplace Health and Safety (WHS) and Child Rights and Protection (CRP) Training Specialists to ensure these programs are integral components of all training and activities of PERINTIS <p><i>Gender Equality and Social Inclusion and Civil Society Engagement</i></p> <ul style="list-style-type: none"> • As Gender Equality and Social Inclusion and Civil Society Engagement form the foundation for the PERINTIS Pilot Program ensure all decisions and actions are made in an equitable and inclusive manner concerning PERINTIS targeted beneficiaries and the work PERINTIS undertakes with all of its stakeholders. <p><i>Financial</i></p> <ul style="list-style-type: none"> • Ensure all funds from within the technical training area are expended accurately and transparently in line with the PERINTIS budget and the financial policies of Scope Global, KIAT and DFAT. • Be aware of and practice the policies relating to a “zero tolerance to fraud” approach adopted by all Australian Aid funded projects.
<p>Reporting Requirements: (All reports provided to TL for inclusion in main PERINTIS reports)</p>	<ul style="list-style-type: none"> • This will Provide support to the TL/DTL and MEL Adviser on training and M&E activities relating to progress and expenditure against budget which will be reported to the Steering Committee. • Contribute to the Six-monthly Report due at end of December 2021 • If the PERINTIS program is extended past June 2022, provide input into the Annual Plan for 2022/23 focusing on achievements in the Training and M&E areas and any changes required for the coming twelve months • Contribute to the completion report due June 2022, if PERINTIS is not extended, focusing on overall effectiveness of the training and MEL program within the communities in which it operated and highlight potential for replication in other locations