

## Training Officer

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Company: WHO

Location: Istanbul

Category: other-general

### DESCRIPTION OF DUTIES

Within the framework of the delegated authority, under the guidance of PHHE Head of Office, and the direct supervision of the Team Lead “Training and Learning Solutions”, the incumbent is assigned the following duties:

- Develop and monitor a detailed project plan for the team's capacity-building activities, ensuring they are delivered on time, within scope, and within budget.
- Develop guidance and SOPs in assessing the learning needs of relevant target audience.
- Identify and evaluate new technologies and innovations that align with the PHHE strategic goals, assessing their potential impact and feasibility for implementation.
- Design, develop and update training curricula, training and learning solutions, materials, tools and methods based on the latest evidence, best practices and needs assessment, and disseminate them.
- Establish frameworks for evaluating and following training and learning activities, including effectiveness and impact of training and learning solutions and return-on-investments of programmes; analyse training data and document the findings and best practices; maintain and update the database and records of training and learning activities and participants; provide feedback on results.
- Facilitate and support the knowledge management and sharing of training and learning solutions within and outside the Organization.
- Build and maintain a network of trainers, experts, partners and stakeholders in the area of

training and learning solutions.

- Conduct research and analysis on emerging trends, innovations and challenges in the area of training and learning solutions.
- Perform any other duties assigned by the Team Lead and the Head of the Office.

## **REQUIRED QUALIFICATIONS**

### **Education**

**Essential:** First University degree (Bachelor's level or above) in health, education, social or behavioral science.

**Desirable:** Postgraduate degree in one of the above fields. Specialization in the development of training activities.

### **Experience**

**Essential:** At least 5 years of relevant work experience, at national and international levels, in public health, project management in a health-related field and in the development and the management of training and learning programmes.

**Desirable:** Experience in project management with emphasis on designing, coordinating and organizing training courses and distance training. Knowledge and understanding of WHO mandate, policies and processes. Experience of work in international organizations. Demonstrated knowledge in preparedness for humanitarian and health emergencies and emerging diseases in international context. Demonstrated experience managing human and financial resources.

### **Skills**

1. Demonstrated knowledge of adult learning theory, and proven ability to create a positive, inclusive and supportive training environment, motivating trainees and adapting to different learning styles; strong skills related to designing and delivering training modules and tools.
2. Proven ability to create a positive, inclusive and supportive training environment, motivating trainees and adapting to different learning styles.
3. Strong skills in the area of developing and establishing policies and strategies
4. Ability to engage and communicate effectively and diplomatically with external partners including Ministries of Health, Donor institutions, Civil Society, and other stakeholders. Commitment to collaborate effectively with other key partners in the Health Subject area.
5. Excellent presentation and communication skills, both oral and written.
6. Proven ability to interact in a multi-disciplinary and cross-cutting environment involving

technical, cultural and political elements.

7. Tact, diplomacy, and courtesy.

8. Emotional intelligence: Ability to identify and manage one's own emotions, as well as helping others to do the same.

9. Sound analytical and organizational skills.

10. Proven ability to work and produce results under pressure in critical situations.

### **WHO Competencies**

Teamwork

Respecting and promoting individual and cultural differences

Communication

Producing results

Ensuring the effective use of resources

### **Use of Language Skills**

**Essential:** Expert knowledge of English.

**Desirable:** Intermediate knowledge of French/German/Russian.

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