

D. INSPECTORATE DIVISION

Terms of Reference	
Title: Associate Training Coordination Officer Post Level: P-2 Reports To: Head, Contingency and Chemical Demilitarisation Unit	Organisational Unit: Inspection Team Personnel, Contingency and Chemical Demilitarisation Unit (ITP/CCD)
1. Organisational setting: The INS Division is tasked to delivering the TS mandate in article IV, V, VI, IX and X missions and related trainings. The division consists of three main units ITP which has two subunits (ITA and CCD), OTSB and CMB. The JPO will report to CCD which has 33 staff members and is the INS unit primarily responsible for the implementation of Inspectorate's training plan. In addition to inspections, the INS staff are engaged in training, projects and assignments which require a great deal of coordination and liaising, which the JPO will assist in.	
2. Main purpose of the post: The Inspectorate Division (INS) structure depicts versatile functions of the sub-teams; however, this structure requires greater coordination efforts between the sub-teams who are engaged in training planning, organisation and implementing. The JPO will play a pivotal role in coordinating these efforts between the sub-teams whilst also keeping track of records and ensuring relevant data remains up to date. The JPO will also be responsible for gathering and updating feedback, lessons learned, knowledge management and transfer, and maintaining institutional memory with the aim of preserving the core knowledge and the capacity building efforts within the Inspectorate Team Personnel (ITP) staff.	
3. Duties and responsibilities:	
1) Assist in the coordination of implementation of training activities between sub-teams under the supervision of training coordinators.	
2) Liaise with mission planning coordinators regarding any changes to training planning.	
3) Maintaining continuous contact with both Head, CCD and Head, ITA within the ITP, and Head, CMB and Senior Mission Planning Coordinators within the OTSB.	
4) Handle administrative tasks related to training including communications with training providers.	
5) Assist in updating and reporting the progress on the training activities including lessons learned and feedback.	
6) Assist in running and analysing internal surveys about training needs prior to training planning.	
4. Minimum Qualifications Required: Education: <ul style="list-style-type: none"> An advanced university degree in a related field. A first level university degree in a related field in combination with qualifying experience (4 years) may be accepted in lieu of an advanced university degree. Certification in Project/Programme Management or equivalent degree in training management. Experience: <ul style="list-style-type: none"> A minimum of two years of working experience in a relevant field with an advanced university degree. 	

Competencies (required knowledge, skills, abilities, attitudes and behaviours):

- Communication: Ability to listen, write, adapt, persuade, and transform. Speaks fluently; expresses opinions, information, and key points of an argument clearly; presents information with skill and confidence. Has knowledge of effective and appropriate communication and has the ability to use and adapt that knowledge in various contexts
- Teamwork: Ability to focus, align and build effective groups. Is willing to share or partner for seeing the whole being greater than the sum of the parts
- Innovation: Ability to instigate needed change and to show a positive and open attitude towards change. To understand how technology is currently used to reach the organisation's objectives and explore new tools to improve the performance of one's team.

Language requirements:

- Fluency in English is essential and a good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian, Spanish) is desirable.

Other skills:

- Proficiency in Microsoft Office (Word, Excel, Power Point, Outlook, Teams, etc.)

5. Training and Learning:

The JPO will benefit from the following specific training and learning modalities/opportunities in the receiving office:

Background information on INS structure, strategy, organization. Information on ITP existing projects and activities, Quality System Documents and Administrative Directives. The JPO will be trained by CMB Inspectorate Project Officer on internal software tools (SharePoint, MS list, Power BI and any other relevant software).

6. Work relationships/partnership:

The JPO will primarily be working on the inspectors' training portfolio, liaising between the sub-teams responsible for training in both ITA & CCD units within the ITP. The JPO will also ensure continuous contact with both Head, CCD and Head, ITA within the ITP, and Head, CMB and Senior Mission Planning Coordinators within the OTSB. From a managerial standpoint, the JPO will directly report to Head, CCD as the Head of unit primarily responsible for the inspectors training.