

Terms of Reference

Staff Development and Learning Assistant (G-5) **Staff Development and Learning Section, Executive Office,** **OCHA/New York**

Under the supervision of the Chief, Staff Development and Learning (SDL) Section, as well as the SDL Officer, the incumbent will perform the following functions:

1. **Assist in promoting relevant learning and training activities** to OCHA staff at headquarters and in the field by disseminating information on in-house and OCHA specific training programmes as well as external training programmes such as those conducted by OHRM, UNOG, UN Staff College and other providers. This includes assisting in identifying staff/supervisors for programmes that are mandatory as well as other programmes in which staff are strongly encouraged to take.
2. **Assist in the preparation, planning and administration of SDL programmes:**
In this connection, the following actions are required:
planning stage: (i) receiving estimates of the cost of the location, consultants, etc (ii) dissemination of information to staff, registration of the participants, preparation of the training materials by assisting in the technical production of overheads, paper-based documentation and/or the input to Internet and CD ROM versions of learning material.
Assistance during the programme To ensure that the materials are available for the participants, take attendance, and provide other assistance to the facilitators and participants, as necessary.
After the completion of the programme – collect evaluations, sort them out by the ratings or other indicators, as requested by the Chief, and ensuring follow-up, as necessary.
3. **Assist in establishing and maintaining the data base** of (i) training and related programmes conducted by OCHA and other entities; (ii) participants and facilitators; (iii) tools and materials used in the programme; and (iv) the list of location and cost. In particular, maintain the participation data of the mandatory programmes.
4. **Assist in supporting update of SDL's webpage:** Assist in listing upcoming programmes and other SDL related information to keep it current. Liaise with ITS/OCHA to ensure the running of the webpage.
5. **Generate reports** as requested by the Chief of Section in order to keep track of (i) the types of programmes (ii) the staff participants of the mandatory programmes as well as other programmes (iii) expenditures for each programme, as well as assisting in the maintenance of the expenditures for SDL overall; and (iv) keep track of the e-PAS status.

6. **Communication and Client Service:** Engage in proactive, professional communication with SDL staff in Geneva, OCHA staff at large, OCHA partners, services providers and other clients. Assist the Chief, SDL Section in coordinating programmes with OCHA and out-side OCHA programme providers.

7. **Assist in the administrative work of the Section:** Assisting the Chief, SDL Section in any other administrative work that is necessary, such as arranging interviews of consultants, preparing documents for recruitment of consultants, and other tasks as assigned for the functioning of the Section.