Job profile

SENIOR OFFICER - TRAINING & TECHNOLOGY
Practical Action

ABOUT US

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world’s toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We’re a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS

We help people find solutions to some of the world’s toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimising their impact on lives and livelihoods.

HOW WE WORK

We work on holistic solutions that change systems and have a framework to help us achieve our aims:

- Analyse the root causes of a poverty and vulnerability
- Define the change at scale we need to make
- Develop activities along three complementary paths: Demonstrate, Learn and Inspire.
  - Demonstrate that our solutions are sustainable in the real world
  - Learn by capturing evidence and adapting our approach
  - Inspire wider support to multiply our impact.

OUR ORGANISATION

Practical Action is an unconventional, multi-disciplinary changemaking organisation
• A highly innovative community development charity operating in Africa, Asia and Latin America. **Practical Action** community projects use ingenious ideas to design, test, refine and prove new ways to overcome poverty and disadvantage and then ‘open-source’ knowledge of what works so that it can be implemented at a greater scale by others.

• A world-class consulting operation that helps socially responsible business, government policy makers and other development organisations. This draws on learnings from our own development work as well as the combined brainpower of a roster of over 2,000 expert consultants. **Practical Action Consulting** helps to extend the reach of our influence by providing the best advice to others, whose work can make a bigger difference.

• A well respected specialist development publisher. **Practical Action Publishing** brings together development practitioners, researchers and thought leaders to create publications that stimulate discussion, strengthen peoples’ capabilities and inspire sustainable change.
Job Profile

**Responsible to:** Project manager

**Grade:** F

**Line Manages:** None

**Location:** Sub district office - Dacope

**Nature of Contract:** Fixed term until June 2024

**Financial Scope:** None

**Travel:** Field based activities

About the Role

The overall responsibility of this position is to ensure timely training and technology transfer within the project location. Working closely with the technical advisor, specialists and officers s/he should design relevant training material and arrange conduction of training events for targeted project staff and communities.

Job Functions and Responsibilities

Working with relevant staff s/he will assess training needs around key thematic areas (climate change, resilience, NbS, etc.) and relevant technologies (aquaculture, fisheries, livestock and crop agriculture) and share with project manager and specialists,

S/he will train community groups/ relevant stakeholders for timely implementation of project activities;

S/he will prepare training and technology transfer plan, share with all relevant stakeholders and implement that plan

S/he should prepare budgets for implementation if training plans

S/he should conduct training evaluation, identify areas for improvement and share with relevant project staff and manager.

S/he should include participatory approaches in training and technology transfer sessions

Should empower women and other marginal groups through training and awareness raising sessions

Document the learning and best practices for use in the programme and programme quality assurance

Support MEL team to establish a functioning accountability mechanism, and ensure closing the loop of all feedback, especially from ecology based adaptation (EbA) and regenerative agriculture point of view.

Support MEL team to conduct baseline, mid-line and end line survey and evaluations, scoping study, process and periodical monitoring assessment tools and checklists from regenerative
agriculture point of view.

Ensure the communities and relevant groups have access to relevant information on natural resource management (NRM), EbA and regenerative agriculture so as to provide clear direction to reflect and improve consortium’s performance in these aspects.

Provide inputs to consortium’s learning and knowledge products from NRM, EbA and regenerative agriculture perspectives.

Contribute to project progress report writing

**Person Profile**

To be successful in the role, the ideal candidate will be able to demonstrate:

| EXPERIENCE & KNOWLEDGE | At least Bachelor’s degree in social science, development studies or any other relevant degrees from an accredited university
Professional training ToT, climate change adaptation, nature-based solutions are a plus
S/he has excellent knowledge of different training approaches and community institution building
Has experience in preparing training materials for climate change vulnerable communities and technology transfer
Must have good Bangla writing, analytical, communication, and report writing skills.
Has experience in conducting safeguarding training.
Excellent knowledge of computer usage specially in MS Office, Outlook, and other software |
| BEHAVIOIRS & MOTIVATIONS | Ability to manage multiple responsibilities and to set priorities.
Good ability to work with a multicultural team.
Willing and able to travel independently outside the station.
Strong advocate for climate action, climate and social justic |
| QUALIFICATIONS | At least Bachelor’s degree in social science, development studies or any other relevant degrees from an accredited university |

---

Line Manager

Date:  

Employee

Date: