

“Specialist in Training and Capacity Building”

Internal-External vacancy
Reference 04ESCDC0621

Unit: Economy, Environment and Sustainable Agribusiness
Immediate supervisor: Unit Coordinator
Headquarters: CATIE
Type of position: National / International personnel
Duration: 1 year initially with extension subject to performance

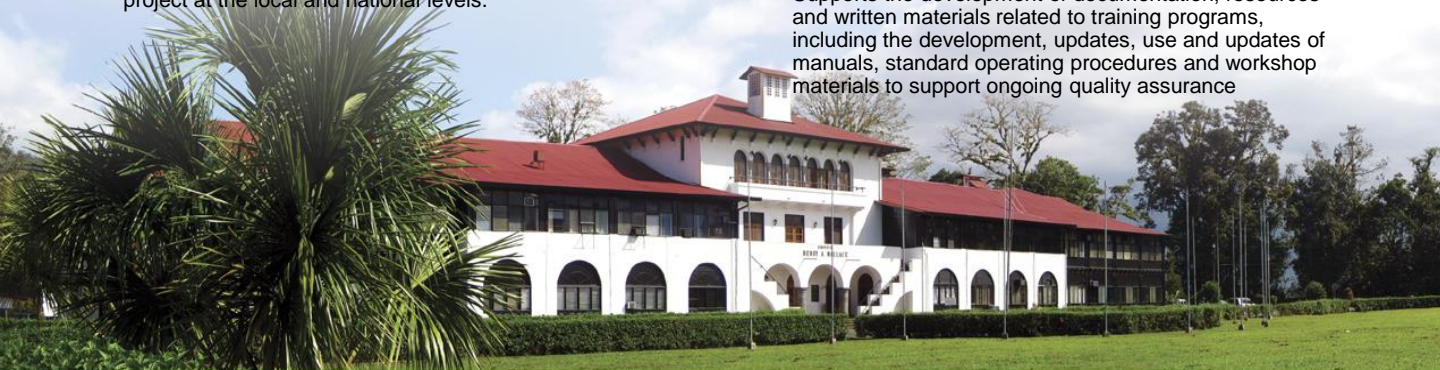
GENERAL OBJECTIVE:

Support the implementation of IKI Scaling up ecosystem-based adaptation (AbE) measures in rural areas of Latin America which aims to increase the resilience of vulnerable communities and ecosystems in rural areas of Ecuador, Guatemala and Costa Rica. The project will be developing and implementing proven, innovative, and cost-effective AbE approaches across ecosystems. AbE practices should be integrated into the revised NDCs, sectoral plans (especially agriculture and water) and the National Adaptation Plan to achieve national adaptation targets. Sustainability will be ensured through the development of innovative financial instruments, better governance, and knowledge sharing.

The project is implemented by Catie's unity of Economy, Environment and Sustainable Agribusiness. (UEAAS)

• DUTIES AND RESPONSIBILITIES:

- Contribute to the intervention strategy of the Unity of Economy, Environment and Sustainable Agribusiness. (UEAAS) at the regional level in the technical, scientific, technical cooperation and training fields.
- Moderation of participatory processes with key actors ensuring good cooperation, coordination with implementation partners IUCN and GIZ.
- Coordinate the identification of multipliers, key actors, and institutions to be strengthened.
- Responsible for ensuring a strong baseline in terms of competencies that shows changes as a result of the project intervention.
- Ensure the development of solid strengthening plans based on the needs of the target population, the objective of the project and the socio-economic characteristics of the beneficiaries.
- Ensure consistency and complementarity of the contractor's services with other services provided by the project at the local and national levels.
- Plan and manage assignments and support local and international experts to successfully achieve the expected outputs/inputs to the indicators.
- Provides technical support in the areas of training needs assessment, training plan development, delivery, trainer training, learning strategies, and training evaluation reports.
- Contributes to creating a culture of learning. Communicates the importance of learning and capacity building to internal and external stakeholders.
- Identifies learning methodologies and tools that most effectively develop the capacity of multipliers.
- Develops materials, including, but not such as instructor guides, participant guides, among others.
- Create a group of trained in-house facilitators to lead various training sessions, lunches and apprenticeships, paper bags and other types of learning opportunities.
- Oversees a table of external training resources to provide training courses in activity-specific management and capacity building in a specific landscape.
- Supports the development of documentation, resources and written materials related to training programs, including the development, updates, use and updates of manuals, standard operating procedures and workshop materials to support ongoing quality assurance



- Develops a system to track and monitor training attendance, completion of training modules, and knowledge acquisition by selected beneficiaries.
- Maintains and expands technical knowledge in instructional design and training delivery by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional organizations relevant to the project.
- Keeps informed of developments in the field of training, evaluates programs and analyses their possible implementation in the head office and activity teams.
- Facilitates workshops and training meetings and is responsible for developing agendas to achieve stated goals, documenting progress, agreements, and issues, and providing follow-up assistance as needed.
- Manages internal and external training logistics, including virtual sessions.
- Periodic reports according to deadlines
- Responsibility to verify the use of funds and financial planning in consultation with the regional project manager.
- Develop the tools for baseline surveying in the project's intervention areas
- Identify funding opportunities for research and/or development projects.
- Prepare technical and financial proposals for national and international projects in the strategic areas of the unit.
- Assist in knowledge management activities: prepare material to publicize the results of the unit's projects (Power Point presentations, brochure, website, etc., for different target groups (decision makers, students, producers).
- • Assist in teaching activities, specifically in tutorials/internships

PERSONAL COMPETENCES:

Search for information
 Initiative
 Good oral and written communication
 Analytical capacity
 Focused on continuous improvement
 Experience working with multidisciplinary teams
 Results orientation: directing performance continuously towards the achievement of goals and results
 Planning and Organization
 Teamwork
 Focus on customer satisfaction
 Handling multiple tasks

TECHNICAL COMPETENCES:

Academic level: Master's in education, community development, international development, socio-economics, and related topics, with application in climate change adaptation/disaster risk reduction and a minimum of five to seven years of technically relevant work experience required, experience in environmental sciences or related fields with experience in agricultural production systems; that is, agroforestry, livestock, subsistence agriculture, forestry.

Desirable Doctorate

Experience:

- General professional experience: 5 years of professional experience in the development of projects, of which 3 years in another continent (international context).
- Training experience: 5 years of documented experience training professionals in the region.
- Regional experience: 4 years of training experience or work experience in Latin America, of which 3 years in Costa Rica, Guatemala, and Ecuador.
- Experience in development cooperation (CD): 5 years of experience working on development projects with international cooperation.
- Indispensable, high level of the English language (verbal and written).

OTHER REQUIREMENTS:

- Good oral, written and reading comprehension of the Spanish and English language
- Willingness to travel in and out of the country
- Competence in the use of digital communication tools (e-mail, internet, social networks and graphic design).
- Fluid handling of computer packages (Word, Excel, Access, Power Point, etc.)
- Up-to-date passport
- License to drive light vehicles

Located in Costa Rica, CATIE combines science, postgraduate education and technical cooperation. Its campus is in a natural area rich in biodiversity, where tranquility and security allow a high quality of life. Innovation, excellence, service, integration and appreciation for diversity are within the institution's own values, where professional growth, international projection and multicultural exchange are favored.

For more information go to: www.catie.ac.cr. Interested persons should send an application letter (at their personal discretion), curriculum summary and salary claim (indispensable) Email: vacante@catie.ac.cr.

Deadline: July 18, 2021

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