RedR MENA Associate Trainer Application Form

|  |  |
| --- | --- |
| **Personal Details:** |  |
| Full Name: |  |
|  |  |
| Email: |  |
| Main Contact Number: |  |
| Address: |  |
| Country of Residence: |  |
| RedR Member: | Yes  No |

Section 1: ABOUT YOU

|  |
| --- |
| **Motivations** |
| **What are your motivations for working in the humanitarian sector as a RedR trainer?** |
|  |

|  |
| --- |
| **Profile** |
| **Please write a brief profile about yourself in 100 words or less, describing what skills and experience you have as a trainer, highlighting any humanitarian involvement:** |
|  |

|  |
| --- |
| **Training Experience** |
| **List any experience you have in the design and delivery of trainings:** |
|  |
| **Professional Development** |
| **Identify what you have done in the past 2 years to continue to develop your skills:** |
|  |

|  |
| --- |
| **Additional Information** |
| **Please mention any other skills and experience in the field of training and learning which you feel are relevant:** |
|  |

Section 2: TRAINING COMPETENCIES

|  |  |
| --- | --- |
| **Please self-assess your proficiency in the following competency areas:** | |
| Level 1 = Low Level 3 = Medium  Level 5 = High | |
| ***Training Needs Assessment*** | |
| Able to assess and analyse learning needs of individuals and organisations and use them to develop learning objectives. |  |
| ***Development of Training*** | |
| Able to set learning objectives, design training curriculum, and develop training materials against a set of pre-defined needs. |  |
| ***Delivery of Training*** | |
| Able to facilitate learning in a face-to-face training environment, using participatory and experiential learning techniques with standard course materials. |  |
| ***Evaluation of Training*** | |
| Able to set evaluation criteria, evaluate a training event, and make recommendations for improvements to subsequent courses. |  |
| ***Assessment of Learning*** | |
| Able to develop assessment criteria and activities, and use them to assess participants’ learning in a variety of settings including presentations, simulations and written assignments. |  |

Section 3: TRAINING SUBJECTS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please fill the boxes of those subject areas in which you feel equipped and ready to train.** | | | |  |
| **Rate yourself in one or more competencies in the self-assessment column using the following definitions as a general guide:**   |  |  | | --- | --- | | Level 1 | Some theoretical knowledge and basic working skills. | | Level 2 | Good broad theoretical knowledge and working skills in some fields within the competency category. | | Level 3 | Good theoretical knowledge of the whole competency category and good practical experience of various fields within the category, backed by significant work experience. | | Level 4 | Competent both theoretically and practically across whole category, backed up by significant work experience. | | Level 5 | Capable of operating at the highest level in this category. Usually means at least 5 years direct professional experience and advanced theoretical knowledge. | | | | | |
| **General Humanitarian** | | **Management & Teamwork** | | |
| Humanitarianism |  | Leadership |  | |
| Gender |  | Accounting & Finance |  | |
| Cultural Issues |  | Project Management |  | |
| Protection |  | Staff Management |  | |
| Accountability |  | Distance/Remote Management |  | |
| Sphere Standards |  | Proposal Writing |  | |
| Humanitarian Coordination  (Clusters) |  | Monitoring & Evaluation |  | |
| Capacity Building |  | |
|  | | | | |
| **Security** | | **Logistics** | | |
| HQ/Capital Security Management |  | Fleet Management |  | |
| Field Security Management |  | Four Wheel Drive |  | |
| Personal Security |  | Driver Training |  | |
| Hostile Environments |  | Vehicle & Mechanical Plant |  | |
| Security Audits/Assessments |  | Supply Chain |  | |
| Crisis Management |  | Cold Chain |  | |
| Travel Safety |  | Procurement |  | |
| Security Guards |  | Radio Telecoms |  | |
| Critical Incident Stress Management |  | Access & Transport |  | |
|  | | | | |
| **Health** | | **Emergency Response** | | |
| Nutrition |  | Emergency Preparedness |  | |
| Public Health |  | Needs & Impact Assessment |  | |
| HIV/AIDS |  | Participatory Rural Assessment |  | |
| Food Security |  | Disaster Risk Reduction (DRR) |  | |
| Psychosocial Health |  | Site Planning |  | |
| Staff Welfare |  | Shelter |  | |
| First Aid |  | Construction Management |  | |
| Ebola Outbreak |  | Camp Management |  | |
| Cholera Outbreak |  | Cash Transfer Programmes (EMMA) |  | |
| Infection Prevention  Control |  | Education in Emergencies |  | |
| Children in Emergencies |  | |
|  | | | | |
| **WASH** | | **Other Topics of Relevance** | | |
| Vector Control |  | Training of Trainers |  | |
| Sanitation |  | Coaching |  | |
| Solid/Medical Waste |  | Mentoring |  | |
| Hygiene Promotion |  | Conflict Sensitivity |  | |
| Water Sources |  | Peace-Building |  | |
| Water Supply & Treatment |  | Gender Mainstreaming |  | |

Section 4: ADDITIONAL INFORMATION

|  |  |
| --- | --- |
| **Travel** | |
| Countries from which you hold a passport: |  |
| Countries which you would not travel to: |  |
| Number of days**’** notice you require before travelling: |  |
| Available for UK training only: | Yes |

|  |  |  |  |
| --- | --- | --- | --- |
| **Languages** | | | |
| **Please rate your ability to train, speak and write in the following languages - according to the following five-level scale:**   |  |  | | --- | --- | | Level 1: | Survival only | | Level 2: | Able to communicate at basic level | | Level 3: | Good working ability | | Level 4: | All-round, professional working ability | | Level 5: | Fluent | | | | |
|  | **Train:** | **Speak:** | **Write:** |
| **English** |  |  |  |
| **Arabic** |  |  |  |
| **French** |  |  |  |
| **Spanish** |  |  |  |
| **Other *(Please list any other languages and your level of ability)*** |  | | |

|  |  |
| --- | --- |
| **Availability** | |
| Regular | Occasional |
| Comments**:** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **References** | | | |
| **Please provide contact details for two people with whom you have worked during the past two years who have a *good understanding of your professional skills*, preferably in a humanitarian context.**  **Please include at least one referee who knows you in a training capacity and indicate as such. We do not accept references from spouses, partners, close relatives, or people living at the same address, or any other person whose relationship with you is not a professional one.** | | | |
|  | **1st Referee** |  | **2nd Referee** |
| Name: |  | Name: |  |
| Organisation: |  | Organisation: |  |
| Position: |  | Position: |  |
| Telephone: |  | Telephone: |  |
| Email: |  | Email: |  |
| Capacity in which they know you: |  | Capacity in which they know you: |  |

|  |
| --- |
| **Your CV** |
| Latest version of CV attached |

|  |
| --- |
| **Agreement** |
| **I confirm the information provided above, and in any attachments, is correct and understand that any false statement could result in my application being disqualified or contract being terminated.** |
| **Print Name:** |
| **Sign Name:** |

**Submitting Your Application:**

**Please return the completed form to the Training Team: recruitmentsudan@redr.org.uk**

We aim to respond to applications as soon as possible and we will inform you if you have been shortlisted.

**Data Protection Act 1998**

For the purposes of the Data Protection Act 1998 you give your consent to the holding and processing of personal data provided by you to RedR for all purposes relating to the recruitment and selection of this post including, but not limited to:

* Administering and maintaining recruitment records.
* Transferring information concerning you to a country or territory outside the EEA.
* Obtaining references and information from employers, and if necessary, providing information to governmental and quasi-governmental bodies for visa and work permit purposes.
* Providing information to future partner organisation or organisations with whom we may merge or transfer an undertaking to.