



JOB DESCRIPTION

Global Training Specialist, Seva Foundation, New Delhi/Hyderabad

1. POSITION VACANT: Global Training Specialist, Seva Foundation, New Delhi/Hyderabad

2. ORGANIZATION BACKGROUND:

Seva Foundation (Seva) is a global, non-profit, eye care organization working with partners in 19 countries to transform lives and strengthens communities, by restoring sight and preventing blindness.

Seva trains local eye care providers and develops self-sustaining eye programs around the world. Together with its partners, the organization provides critical eye care to underserved communities, especially women, children, and indigenous peoples.

Seva has helped more than four million blind people regain their sight in more than 20 countries.

For more information about **Seva**, please visit <http://www.seva.org>

3. JOB DESCRIPTION/ RESPONSIBILITIES:

Seva works with partners to design and implement effective training programs for ophthalmologists, allied ophthalmic personnel, managers and researchers. These staff, often trained by their own eye care institutions, are vital to the hospitals and organizations where they work and to **Seva's** efforts to develop self-sustaining eye programs. **Seva** supported training spans the continuum from initial skills development through continuing professional development.

Reporting to the **Program Director**, the **Global Training Specialist (GTS)** shall play a vital role within the Program Implementation Team, providing oversight for **Seva** investments in human resource development across the program portfolio, predominantly across Asia and Latin America. The incumbent shall be responsible for training strategy design, instructional design and project management for role-based training programs, delivered face to face, or online, or through a hybrid of both techniques. S/he will manage and lead the development of training strategies and materials, while maintaining uniformly high standards in efforts to assess needs, develop and evaluate training, and develop staff and partners, to serve as trainers.

This is an exciting opportunity for a training professional, with passion for learning and social cause, to come on board a globally respected eye-care organisation and make a difference in preventing blindness and transforming lives.

Key Responsibilities:

(A) Oversee Training Efforts

(1) Based on needs identified, contribute to the design and execution of **Seva's** training strategy, plan, and deliverables;

- (2) Help create and manage training activity work plans that include assignment of responsibilities, estimated level of effort for team members, dependencies, and deadlines;
- (3) Build rapport with partners to help increase system adoption, effectiveness of training, and encourage feedback of potential improvements.

(B) Develop Training Resources and Learning Opportunities

- (1) Oversee the review of training materials and documentation by consultants/subject matter experts to ensure content accuracy and consistency;
- (2) Supervise the creation of instructional videos and other online learning materials;
- (3) Manage the development of training materials and user manuals, including but not limited to instructor guides, participant guides, and job aids;
- (4) Manage the translation process for training materials into multiple languages as well as the updates to existing translated documents.

(C) Document the Impact of Training Investment

- (1) Stay updated on training methods and advancements in the training field, benchmark programs and analyze their potential application to **Seva's** programs;
- (2) Seek-out training developed by others which could be used or adapted for **Seva** partner needs and/or opportunities for partnering with other organizations, with similar training interests;
- (3) Speak and write effectively about instructional design by writing articles for international publications, coaching facilitators, etc.

4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

Qualification:

Applicants should have a degree in Education, Training, Social Sciences, HR, Organizational Behavior or related field

Experience:

- (1) 10-12 years of relevant, professional experience of working in a global, complex, and fast-paced professional environment, in the design and delivery of technical training programs. Experience of behavioral training shall be an asset;
- (2) Experience in creating effective learning environments through application of Social and Adult Learning Theory.

Skills and Attributes:

- (1) Demonstrated ability to communicate clearly and concisely, both orally, in writing, and in online environments: ability to lead and deliver presentations, training courses, and effective meetings;
- (2) Demonstrated ability to explain technical concepts in layman's terms, including appropriate corporate jargon where applicable;
- (3) Demonstrated experience delivering and evaluating software training for non-native English speakers with diverse cultural backgrounds;
- (4) Knowledge and understanding of adult learning principles, instructional design, and experience with blended learning;
- (5) Ability to provide guidance to staff on training coordination and management;
- (6) Highly organized, detail-oriented;
- (7) Strong interpersonal skills and ability to work in culturally diverse environments;
- (9) Ability to prioritize and work under deadlines and remain flexible;
- (10) Competence in Microsoft Office, content development software, and learning management software;
- (11) Interest in international development efforts;

- (12) Ability to handle multiple and complex tasks;
- (13) Should have strong people skills and developing strong team spirit;
- (14) Good sense of humor;
- (15) Should align with the **Seva's** values:

- (a) Compassion in action;
- (b) Selfless service;
- (c) Respect for the fundamental dignity and value of all persons;
- (d) Equity with special attention to the underserved to ensure all people have access to quality care;
- (e) Fun and not taking yourself too seriously.

5. COMPENSATION OFFERED:

Gross compensation for the position is attractive. The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.

6. LOCATION:

New Delhi/ Hyderabad

7. REFERENCE:

GTS-SEVA

8. CONTACT INFORMATION:

Senior Consultant
Strategic Alliance Management Services P Ltd.,
1/1B, Choudhary Hetram House,
New Friends Colony,
Bharat Nagar, New Delhi -110 025
Email: gts-seva@sams.co.in

9. LAST DATE FOR APPLICATIONS:

Eligible candidates interested in this position are requested apply to gts-seva@sams.co.in with a cover letter, discussing their interest in and suitability for the position, along with an updated resume, giving details of three references, one work sample that is representative of their ability to incorporate sound principles of adult learning into a training programme, current cost to organisation and expected compensation, by or before **5 April 2019**. For further details please visit our website www.sams.co.in