

Aga Khan Foundation, Afghanistan

Job Opportunities

Position Title: **Capacity Building and Talent Management Manager**

Report to: HR Director

No of Position: 01

Duty Station: **Kabul**

Announcing Date: April 18th 2011

Closing Date: **May 1st 2011**

Vacancy No: KBL/2011/045

Aga Khan Foundation (AKF) is a private international, nonprofit, and non-denominational development agency. It seeks sustainable solutions to long term problems of poverty, with special emphasis on the needs of rural communities in mountainous, coastal and other resource poor areas across the world. Concentrating its efforts in health, education, rural development and strengthening civil society sectors, AKF's approach is based on long-term commitment that is maintained through political and social uncertainty.

Aga Khan Foundation, Afghanistan is part of a dynamic network of development agencies currently operating in over 30 countries across Central and South Asia and East and West Africa. AKF, A currently manages and implements the largest, multi-sectoral development programme within the network and has built a strong reputation with the Government of Afghanistan, donors and local partners in a number of technical fields. At present, it is seeking an exceptional individual to fill the position of **Capacity Building and Talent Management Manager** at its National Program Office Kabul – Afghanistan.

Job Summary:

The Capacity Building and Talent Management Manager will be responsible for managing organization-wide learning and development, and change management initiatives. This includes the design, development, implementation and evaluation of learning strategy, systems and processes. In addition, this position will serve as the expert learning resource on leadership development activities.

Main Duties and Responsibilities:

Management

- Establish, develop and manage the Learning Centre.
- Supervise and manage the performance of the Capacity Building and Talent Management staff.
- Manage Capacity Building and Talent Management activities budget.

Strategy

- Develop and co-monitor the Annual Capacity Building Plan in partnership with sectors and units of the organization.
- Coordinate the planning, allocation, monitoring and evaluation of human and financial resources utilization for capacity building, in collaboration with the sectors and relevant units.
- Lead the development, implementation and evaluation of a structured development program for staff throughout the organization in collaboration with the sectors and relevant units, including Evaluation, Research & Learning Unit (ERLU) and Gender teams.
- Lead performance and talent management initiatives, which include improving the quality of the relevant processes and systems across the organization in coordination with the sectors and relevant units.
- Coordinate the delivery of technical support for performance and talent management activities to sectors through the relevant HR units.
- Develop methodologies and facilitate managers to identify key talent/hi-potential staff, including providing integrated tools support assessment, placement, development and calibration of key talent.
- Design and implement leadership development programmes focusing on actual capacity and succession needs.
- Support managers in managing organizational change and improving their skills and experience in leadership and management.
- Provide HR specific inputs and advise on organizational development and effectiveness improvement policies and strategies to the management.

Trainings: Planning, Delivery and Evaluation

- Identify/source training and learning opportunities.
- Lead the coordination of Training Need Assessments (TNAs) and utilization of other relevant tools to identify learning needs and goals to develop training products, and to be able to plan and design capacity building programmes for the whole organization accordingly in coordination with the relevant units/sectors.
- In coordination with sectors and units determine course learning objectives, learning outcomes, performance objectives and delivery methodology both general and specific, and recommending and/or designing these as necessary; learning and assessment strategies should be flexible to meet learning needs of a range of training participants.
- Design, write and edit instructional materials, workshop packages and training activities, including curricula, modules, course books, readings, and other audio-visual material.
- Develop and produce testing and evaluation tools.
- Deliver some trainings for transferable core competencies: i.e. coaching, communication, leadership, mentoring, project management, teambuilding, train of the trainers (ToTs).
- Assess impact of learning and capacity building initiatives through regular follow-up evaluations and recommend new approaches or modify existing ones with a view to strengthen training and learning activities on an on-going basis.
- Participate in inter-agency meetings and working groups to exchange information and collaborate on training initiatives and policies.
- Any other tasks relevant to the core duties & responsibilities of this position, as assigned by his/her supervisor.

Required Qualifications and Experience:

- At least 5 years of progressively responsible professional experience in managing and developing information, adult learning, training, and capacity building, including experience as a training manager/coordinator in a multicultural international organization preferably in development / humanitarian agencies with large numbers of national and international staff.
- Minimum a Bachelor's Degree in a relevant field. Master's Degree desirable (i.e. Adult Education, Communication, Human Resources, Organization Development). Fluent in English both in written and spoken, and familiar with MS Office applications & organizational / staff development software's. Ability to speak Dari / Pashto is an advantage.
- Excellent interpersonal skills, diplomatic, persuasive, firm, mature, analytical, detailed, organized, creative, service and quality oriented, proactive, persistent, and open minded.
- Proven ability to review, develop, and ensure consistent implementation of HR systems and approaches that fit with the current and future needs of the organization and that promote a working environment for staff to develop their capacity up to the optimum level.
- Proven ability to develop an excellent working relationship and coordination with relevant internal and external partners and stakeholders and to ensure compliance to best practices and the spirit / fundamental principles of the organization.
- Proven ability to apply multidimensional approach in assessing and dealing with current and future challenges and to work effectively and efficiently both independently and in teams in stressful situations and environment.
- Proven experience in managing complex change initiatives in large organizations.
- Proven ability to work at strategic and operational levels in an international organization.
- Proven ability in leading all aspects of Learning and Development functions, by implementing and sustaining learning and development programmes over time and influence organizational change; that includes group facilitation, instructional design, leadership development at all levels of organization
- Proven experience in designing, implementing and managing a learning centre providing training to both national and international staff.
- Proven experience in managing a team and build team members' capacity.

Application: Applicants meeting the above requirements are requested to submit a cover letter along with their CV and the names of three references electronically to Jobs.afghanistan@akdn.org. No later than **May 1st 2011** or submit hard copy to AKF, National Programme Office House No 43 Main Road Wazir Akbar Khan Kabul Afghanistan.

Only short listed candidates will be contacted for an interview.