

# **Aga Khan Foundation, Afghanistan**

## **Job Opportunities**

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

Report to: HR Director

No of Position: 01

**Duty Station: Kabul**

Announcing Date: April 13<sup>th</sup>, 2011

**Closing Date: April 23<sup>rd</sup> 2011**

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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 Specialist** at its National Program Office Kabul – Afghanistan.

### **Job Summary:**

The Capacity Building and Talent Management Specialist will be responsible for driving 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:**

#### **General**

- Establish, develop and manage the Learning Centre;
- Lead the development, implementation and evaluation of a structured development program for staff throughout the organization in collaboration with the sectors and relevant units;
- Lead performance and talent management initiatives, that includes improving the quality of the relevant systems across the organization in coordination with the sectors and relevant units;
- Coordinate with sectors and units, including Evaluation Research & Learning Unit (ERLU) and Gender teams in identifying staff development needs;
- Coordinate the planning, allocation, monitoring and evaluation of human and financial resources utilization for capacity building, in collaboration 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;
- Provide HR specific inputs and advise on organizational development and effectiveness improvement policies and strategies to the management.

## **Specific**

- Assist in and advise on the gathering and analysis of information regarding course content, learning audience, instructional and learning tools, and the necessary entry level skills and/or competencies;
- Conduct Training Need Assessment (TNA) 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;
- Deliver some training for transferable core competencies: i.e. leadership, project cycle, 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;
- 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;
- 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, write and edit instructional materials, workshop packages and training activities; test and evaluate all instruction and learner activities;
- Participate in inter-agency meetings and working groups to exchange information and collaborate on training initiatives and policies;
- Determine course learning objectives, learning outcomes, performance objectives and delivery methodology both general and specific, and recommending and/or designing these as necessary;
- Organize and facilitate workshops, trainings and seminars;
- Any other tasks relevant to the core duties & responsibilities of this position, as assigned by its supervisor.

## **Required Qualifications and Experience:**

- A minimum of 5 years experience in Human Resources training and capacity building in a multicultural international organization preferably in development / humanitarian agencies with large numbers of national and international staff.
- Minimum Bachelor's degree in a relevant field, Master's Degree is desirable. Fluent in English both in written and spoken, and familiar with MS Office applications & organizational / staff development softwares. 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.

**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](mailto:Jobs.afghanistan@akdn.org). No later than **April 23<sup>rd</sup> 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.