



Nepal Administrative Staff College

Jawalakhel, Lalitpur

Job Description of the Training Coordinators (Contract)

Position: Training Coordinator

Employment Mode: Programme based Contract for 3 months

Immediate Supervisor: Training and Research Faculty of NASC

Reports to: Training and Research Faculty, Module Coordinator and Chief of Centre for Induction Training

Programme to Coordinate: Basic Administration Training (BAT) for the newly appointed Class-III officers of Government of Nepal (The nature and curriculum of the training is available at <http://www.nasc.org.np/resources/report-and-publication>)

Workstation: Nepal Administrative Staff College- Jawalakhel, Lalitpur

Working time: 9am-5pm in official working days (Monday to Friday) and also in off hours including Saturday and Sunday as per the scheduled Extra and Co-curricular Activities (ECA) of the Programme

Major Responsibilities:

- Support at registration desk for registration of officer trainees, logistic arrangements and other activities during registration
- Maintain registration files of the officer trainees and support registration data entry in excel sheet
- Manage classroom logistics including training kits, electronic devices, ID cards, sitting arrangement and nameplates
- Ensure logistics arrangement in respective training halls as per the set standard
- Support the NASC officials during BAT opening and closing ceremony
- Coordinate with NASC immediate supervisor to ensure for managing the electronic attendance of officers trainees and keep the daily records of attendance
- Support immediate supervisor for managing classroom sessions
- Maintain officer trainee's records in given format
- Co-ordinate with immediate supervisor and module coordinators to effectively implement the training calendar, provide routines to concerned authorities

- Ensure gentle reminder call a day before the session scheduled time to resource persons
- Observe and keep records of all classroom activities including officer trainee's participation and learning behavior and make sure that training logistics are in perfect condition
- Collect and process daily feedback of training sessions and module review
- Provide training reading materials or handouts timely to officers trainees
- Provide remuneration to resource person and keep receipt (*Bharpai*) to ensure accounting compliance
- Timely communicate to Programme Monitoring and Evaluation Committee (PMEC) for conduction of learning tests and evaluation sessions
- Manage the logistics for field visits
- Involve in and support for ECA activities as and when required
- Provide other administrative support for NASC officials as instructed

Expected Joining Date: 2076 Ashadh first week

The Basic Administration Training (BAT) is scheduled from 2076 Ashadh 10.