



DA AFGHANISTAN BANK
(CENTRAL BANK OF AFGHANISTAN)

TERMS OF REFERENCE (TOR) FOR COMMUNICATIONS TRAINER

Location :	DAB Training Centre, Kabul, Afghanistan
Application Deadline :	June 3 rd , 2010
Additional Category	Staff Capacity Building Program
Type of Contract :	Temporary
Languages Required :	English, Dari, Pashto
Expected Duration of Assignment :	15 - 30 days (2nd half of June 2010)

Background

Da Afghanistan Bank (Central Bank of Afghanistan) through its Directorate of Human Resources Management and the Training Centre will organize the series of trainings for its staff as part of capacity building in order to develop their skills and knowledge on the areas of Communication. The purpose of the trainings is to contribute to the acquisition of better skills, expertise and knowledge in Communication Skills across the organization and externally, and to enhance the participants' knowledge in communication skills.

Duties and Responsibilities

Key tasks and responsibilities:

Working under direct supervision of Project Director, Financial Sector Strengthening Project (FSSP) and under the overall guidance of the Human Resources Consultant, the Trainer will be responsible for the

following specific tasks:

Develop methodology and training materials for between 15 – 30 day trainings on Communication Skills for staff with application of interactive methods;
Serve as a trainer and a moderator for various communication skills training sessions;
Provide a brief list of recommendations for further Da Afghanistan Bank (Central Bank of Afghanistan) intervention in the communications skills as part of staff capacity development;
Perform other relevant duties as may be required.

Expected outputs / deliverables and timeframe:

Training module and training materials (handouts) on communications skills for the bank staff fully developed and successfully used during the trainings – by June 15, 2010;
The trainings will be conducted in phases for the bank staff at the Da Afghanistan Bank (Central Bank of Afghanistan) Training Centre, Kabul between June 15, 2010 – July 15, 2010;
Feedback from the training participants collected and incorporated into developed training module and training materials with the idea that similar trainings will be replicated in the future using both local and international trainers - by July 15, 2010;
Brief list of recommendations for further Da Afghanistan Bank (Central Bank of Afghanistan) intervention in the communications skills as part of Staff Capacity Building Program presented – by July 15, 2010.

Payment Conditions:

Payment for the training fee will be negotiated with the successful bidder.
Training materials need to be prepared and submitted to supervisor before the start of the training. Feedback and recommendations need to be prepared and submitted to the supervisor within 5 days after the end of the training.

Competencies

Excellent communication skills, creativity and organizational capabilities;
Previous teaching experience as Communications Skills Trainer

within the private/public sector, international development organizations and/or institutions of higher learning shall be an added asset;
Ability to work under pressure, ethics and honesty;
Ability to use information technologies as a tool and resource.

Required Skills and Experience

Education: University Degree in Communications and Public Relations.

Experience: 7-9 years of teaching experience in the field of communications skills trainings in private/public sector, international development organizations and/or institutions of higher learning shall be an added asset.

Language Requirements: Fluency in English, Dari and Pashto languages

Application Process:

All interested and qualified candidates should apply along with their application cover letter, comprehensive Curriculum Vitae (CV) and certified copies of degree/diploma and related certificates to the Recruitment Manager, Directorate of Human Resources, Da Afghanistan Bank (Central Bank of Afghanistan), Ibni-Sena Watt, Kabul, Afghanistan at E-mail: dab.jobs@centralbank.gov.af. The Da Afghanistan Bank (Central Bank of Afghanistan) will only respond to the applicants short-listed for interview.

Qualified female candidates are strongly encouraged to apply. The position is open for both local and international citizens.

Da Afghanistan Bank (Central Bank of Afghanistan) is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.