



## Vacancy announcement

MDF Training & Consultancy is an international agency with over 35 years of experience, a head office in the Netherlands and ten branches world-wide. We have a global network of qualified trainers and consultants and provide high-quality training and consultancy services in over 50 countries. We help to enhance the competencies of staff members, assist organisations to improve performances, maximise the impact of partnerships and networks and focus on sustainable results in projects and programmes. For more information about us, please visit our website: [www.mdf.nl](http://www.mdf.nl).

The branch office of MDF Asia (Vietnam Office, based in Hanoi) is seeking for a dynamic individual to strengthen our lively team in order to fill the position of:

### Full-time International Trainer/Consultant

#### Expertise areas:

Soft skills development, coaching, management development, and organizational strengthening, project and programme management.

Under the supervision and guidance of the MDF Vietnam Branch Director, the trainer / consultant will be responsible for the following areas of work:

#### Training and coaching:

- Conduct MDF Vietnam Branch Office open-entry training courses; with a preferred focus on, but not limited to personal effectiveness, leadership and people management skills, coaching, soft skills and project and programme management
- Develop and conduct tailor made training courses in the same fields
- Conduct workshops, team retreats and work as facilitator in different kinds of settings and assignments
- Ensure quality of training courses and materials, and coach junior trainers to ensure quality delivery of MDF training courses
- Maintain quality of own training work (keep up to date knowledge, ask feedback), and work on the quality of products (update materials)
- Prepare personal and logistical aspects of training courses
- Develop and improve new training courses or modules.

#### Consultancy:

- Implement consulting assignments related to expertise areas
- Ensure quality of advisory services and consultancy assignments, and coach junior consultants to ensure quality delivery of consultancies
- Maintain MDF-quality in advisory services and consultancy assignments.

#### Business development & acquisition:

- Develop market study notably on training and consulting needs for private sector
- Network, maintain and develop client relations

- Identify and respond to new opportunities, and develop proposals to acquire training and consultancy assignments
- Be part of business development activities, such as network meetings with representatives, alumni's, with and within the team
- Generate business and strengthen MDFs reputation through general marketing, acquisition and representation activities for MDF Vietnam branch office, in cooperation with the Branch Director and the Business Development Officer.

## Requirements:

- Relevant academic background – preferably a Master degree
- At least 5 years' relevant experience in development cooperation
- Proven experience as a trainer, facilitator, consultant and project manager
- Capacity to work autonomously as well as in a team
- Excellent proposal writer in English
- Excellent communication and listening skills, open-minded, interactive, empathic
- Analytic, excellent organisational and reporting skills
- Excellent command of English (spoken and written)
- Willing to travel abroad for assignments (mainly one-week duration missions)
- Working experience in the South-East Asia region is a distinct advantage.

## We offer

- An inspiring working environment in an international context
- A small but dynamic team in the Hanoi (Vietnam) office and being part of the larger MDF group (over 140 colleagues in total)
- Type of contract to be discussed: one-year full time contract with possibility of extension.
- Remuneration in accordance with MDF terms and conditions for trainers and consultants and contingent

Please send your CV in English (max 5 pages) and a motivation letter (in English, max 1 page) via e-mail [dt@mdf.nl](mailto:dt@mdf.nl) (attention Ms. Thuy Do) before 5<sup>th</sup> February 2021. Only preselected candidates will be contacted. Expected starting date is March/April 2021.

MDF Training & Consultancy, Vietnam office  
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