



JOB DESCRIPTION

Training Officer

Context

Social Development Training Center (SDTC) was established by Ton Duc Thang University and Education for Development INGO (EFD) in 2004. SDTC provides high quality training courses for Students, Enterprise, Non-governmental and Social organizations with well-qualified, experienced teachers and experts.

SDTC in partnership with **Institut De Cooperation Et De Developpment (IECD)** will soon be conducting a pilot phase to launch a Micro Small Enterprise Support Program in Vietnam. This phase should be implemented in Ho Chi Minh City and target the street vendors, offering non-financial support to help them build a sustainable economic model and break the circle of poverty.

To conduct this pilot phase, SDTC needs to reinforce its team with a national full time training officer.

Position

- Title : Trainer for Micro-Small Entrepreneur support program
- Location : Based in District 8 - Ho Chi Minh City. But almost the time, the trainer should be mobile (visit the beneficiaries)
- Status : Service contract 4 months (starting in January 2013)

Mission

- Responsibility Under the supervision of the Project Manager, he/she will be in charge of delivering the training to the beneficiaries of the pilot phase
He/ She will be in charge of coordinating and initiating the paper work with the local authorities and SDTC administrative officer
Daily collaboration with the partner (IECD and Bel company) to ensure an efficient approach
- Tasks
 - Content adaptation and training (January)
 - Firm understanding of the needs of the beneficiaries
 - Ownership of the methodology of the training and content
 - Proactive attitude towards the training material
 - Planning of the training sessions in collaboration with the project manager&Bel
 - Liaise with the local institutions and anticipate appropriate paperwork to allow the training program to be delivered in time
 - Organize the training schedule taking into account the constraints of the beneficiaries
 - Ensure the delivery of the program throughout the pilot phase
 - Teach the courses as defined with the partner and the project manager

- Ensure the beneficiaries understanding
- Implement the follow up session (in place and time as to match with the beneficiaries constraints): those sessions are to take place in the field of operation of the beneficiaries
- Ensure the quality of the training (in-class and follow up session)
- Organize the graduation ceremony
- Evaluate the impact and relevance of the pilot phase
 - Write a report including positive and negative feedbacks
 - Be proactive and make relevant suggestion to improve the content and methodology based on own experience
 - Fill in the database
 - Analyze the key indicators
 - Suggest any relevant new indicator
- Reporting to the Project Manager
 - Share all supporting documents used to deliver the training
 - Ensure that the accurate version of all documents is known and shared in both English and Vietnamese version
- Participate to the launch of the Program
 - Be proactive in suggesting institutional or financial set up enabling the launch of the program
 - Promote the Program

Job Requirements

- Academic background : Bachelor degree in Business Administration
College of foreign languages in English (TOEIC 550/ IL 6.5)
- Experience A previous experience in charity or in training is required
- Skills : Autonomy & Team spirit, Spirit of initiative, Mobility, Organization Planning and Anticipation, Comfortable in oral presentation, Capacity to adapt and patience, Strong interest in development and educational issues
Spoken and written English

Application

Interested candidates should submit CV in English by 18 January 2013 via email:

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Or **Ms. Rebecca BENHAMOU**
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