



## Vacancy announcement

MDF Training & Consultancy is an international agency with 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 Senior National Trainer/Consultant**

*(one year fixed term contract with high possibility of extension)*

#### **Experience in at least 2 out of the following expertise areas:**

- Project and programme management
- Leadership and management
- Advocacy and policy influencing
- Project monitoring & evaluation
- Organisational development

The trainer / consultant is expected to deliver the following areas of work:

#### **Training**

- Conduct MDF Vietnam Branch Office open-entry training courses; with a preferred focus on, but not limited to the expertise areas;
- 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 and medior 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 and medior consultants to ensure quality delivery of consultancies;
- Maintain MDF-quality in advisory services and consultancy assignments.

#### **Business development & acquisition**

- Identify and respond to new opportunities, and develop proposals to acquire training and consultancy assignments;

**Empowering people, creating impact**

- Be part of business development activities, such as network meetings, events to meet new potential clients
- Maintain and develop client relations;
- Generate business and strengthen MDF reputation through general marketing, acquisition and representation activities for MDF Vietnam branch office, in cooperation with the Branch Director and the Business Development Manager.

**Requirements:**

- Vietnamese nationality residing in Vietnam;
- High proficiency in English and Vietnamese;
- At least 7 years of proven experience in delivering training and/or facilitating group sessions in the above mentioned areas;
- Familiar with learner-centered training methods and participatory training techniques.
- High level of enthusiasm and confidence in interaction with diverse groups of people (various ages, backgrounds, nationalities)
- Experience in carrying out consultancies (short term and long term) is an advantage; eg. in the field of evaluations, reviews, data collection, proposal writing etc.
- Experience with the development sector (INGO, UN) and working experience in the South-East Asia region is a distinct advantage.

Work station: Hanoi, Vietnam. Training and consultancies can take place outside Hanoi and/or Vietnam.

**Expected starting date:** July 2019

**Benefits:**

- International working environment;
- Learning and development opportunities to further develop areas of expertise;
- Competitive salary depending on experience;
- 20 leave days per year
- Medical and insurance schemes
- Other conditions will be according to current MDF policy.

Interested candidates are invited to send their CV's (with two references) and a motivation letter by e-mail before 1 July 2019 to [mbr@mdf.nl](mailto:mbr@mdf.nl), attention: Mr. Matthijs van den Broek, Branch Director, MDF Asia Vietnam office.

**Subject header:** Application National Trainer/Consultant Vietnam office.

Please note that only shortlisted candidates will be notified.