



**JOB DESCRIPTION**  
**IT TRAINING MANAGER**  
**PASSERELLES NUMERIQUES VIETNAM**

Organization	Passerelles numériques
Reporting to	General Manager of Passerelles numériques Vietnam
Status	VSI <a href="http://www.clong-volontariat.org/indemnités">http://www.clong-volontariat.org/indemnités</a> French status for International Volunteers
Project	Passerelles numériques Vietnam
Start date / Duration	As soon as possible, for 24 months contract
Location	Da Nang, Vietnam

## 1. BACKGROUND

Passerelles numériques, a non-profit organisation, is dedicated to helping as many young people as possible from disadvantaged backgrounds obtain education and qualified employment in the IT sector.

Established in Cambodia, the Philippines and Vietnam, Passerelles numériques currently trains 545 students and hopes to train 750 over the next 3 years. Passerelles numériques employs 75 people based in these three countries, as well as a small team in France.

Passerelles numériques depends on the financial support and skills of a number of partners such as Microsoft, HP, Accenture, Steria, Econocom, Altedia and Osiatis, as well as donations from individuals.

In Vietnam, Passerelles numériques is settled in the city of Da Nang. It started in 2010 and currently trains 90 students. Its program is run in partnership mainly with University of Da Nang, East Meets West NGO and Institut Européen de Coopération et Développement.

Sites web:

<http://www.passerellesnumeriques.org>

<http://vn.passerellesnumeriques.org>

## 2. OBJECTIVES

Passerelles numériques (PN) is looking for an IT Training Manager for its training program in Da Nang. This is an intensive 2-year training program developed and delivered jointly by the University of Da Nang and PN. Our objective is that 90% of enrolled students succeed and find a qualified job at the end of their training. In order to reach this ambition, PN focuses on delivering a training that is:

- Practical, with objectives set and evaluated by a "can-do list";
- Targeted to match the market needs with a close follow-up and improvement loop;
- Certified through a strict evaluation process.



### **3. ROLE & RESPONSIBILITIES**

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Under the direct supervision of the General Manager, the IT Training Manager is in charge of the delivery and the quality training through the following tasks:

- Together with the transversal Training team and IT Experts/Advisors, development of different curricula matching local IT market's needs: balancing the technical and non-technical parts.
- Designing and adjusting the syllabus content taking into account the existing programme of Da Nang University
- Following up the quantitative and qualitative results of the training eventually delivered by Da Nang University
- Management of the training team: Recruitment, coaching and evaluation of trainers.
- Definition, proposing and coordinating (in link with Passerelles numériques headquarters) short missions to support and improve technical and methodological skills of trainers.
- Ensuring the relationship with the trainers of Da Nang University and providing them with regular suitable support.
- Operational management of Training activities: timetables, classrooms, IT labs, etc.

S/he works in close relationship with:

- Passerelles numériques Vietnam External Relations Manager, to organise student internship and job placement, follow up and take advantage of feedback from the companies ;
- the Education Team, to regularly assess the achievements of PN students and to ensure a coherent implementation of the organisations' mission.

He/she also manages PN Vietnam's IT infrastructure (for labs and office), with the support of dedicated staff.

### **4. CREDENTIALS & EXPERIENCE**

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You have a solid working experience in the IT sector.

You have an experience in team management and project management.

You have the capacity to understand local market, analyse and propose a direction in order to exactly respond to market requirements.

Successful experience in a multicultural environment is a plus. You are at least aware of the specificities of the Western and Vietnamese cultures.

You are adaptable and flexible in your work organisation.

You have proven initiative and sensitivity to develop talents and build capacities of your colleagues/partners.

You have very good written and spoken English, which will be your working language. Some command on Vietnamese language is an asset.

### **5. CONTACT – HOW TO APPLY**

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Please send your CV and cover letter to Mrs. Sovannary Stehly, Human Resources Manager: [missions@passerellesnumeriques.org](mailto:missions@passerellesnumeriques.org) with "IT Training Manager Vietnam" in the subject of your email.