



JOB DESCRIPTION

Training Officer

Context

Social Development Training Center (SDTC) was established by Ton Duc Thang University and Education for Development NGO (EFD) in 2004. Through training services, development projects and socio-economic researches, SDTC brings to our customers/ beneficiaries with necessary skills and knowledge to offer them the improvement of working capacity and the sustainable development of career toward a civilized, prosperous and equal society.

SDTC in partnership with **Institut Européen de Coopération et de Développement (IECD)** will conduct a Micro Small Enterprise Support Program in Vietnam, by bringing basic management tools to entrepreneurs who want to structure their business and thus secure their source of income.

The entrepreneurs will acquire basic tools in maintaining a cash journal, calculating selling price, savings, investments, customer relationships, etc. During and after the training sessions, the trainer will visit the trainees' workplace to make sure the tools are well adapted to the professional context.

To launch this training program, 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 Ho Chi Minh City. But almost the time, the trainer should be mobile (visiting the beneficiaries)
- **Status** : Service contract of 12 months (starting in June 2013) renewable by mutual agreement

Mission

- **Responsibility** Under the supervision of the IECD Project Manager, he/she will be in charge of delivering the training to the beneficiaries of the Micro & Small Entrepreneurs. He/She will be in charge of coordinating and initiating the paper work with the local authorities and SDTC administrative officer.
Daily collaboration with IECD partners to ensure an efficient approach

- Tasks
 - Fine tune the adaptation of the Content and Training
 - Strong 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 & IECD partners
 - 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 during the project
 - Teach the courses as defined with the partner and the project manager
 - Ensure the beneficiaries understanding
 - Implement the individual 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. **On site follow up should count for about 50% of the total workload of the trainer.**
 - Ensure the quality of the training (in-class and follow up session)
 - Organize the graduation ceremony
 - Evaluate the impact and relevance of the training program on day-to-day beneficiaries business
 - Report positive and negative feedbacks in order to better tailor the program
 - Be proactive and make relevant suggestion to improve the content and methodology based on own experience and practical observations.
 - Fill and maintain a database of beneficiaries and/or candidates
 - Analyze the key indicators and Suggest any relevant new indicators
 - 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 and participate to its durability
 - Be proactive in suggesting institutional or financial set up enabling the launch of the program
 - Promote the Program and participate to the identification of targeted beneficiaries, and support to the recruitment of new beneficiaries

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 training is required; previous experience in a charity is a plus
- 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 20 May 2013 via email:

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