

## JOB DESCRIPTION

**Position title:** Training Officer for Micro-Small Entrepreneurs (MSE) Support program

**Report to:** Project Manager

**Location:** Ho Chi Minh City (trainer should be mobile to visit beneficiaries)

**Working hours:** Full time

**Starting date:** ASAP

**Salary:** Negotiable

**Application in English sent to:** Ms. Huong NGUYEN, [thanhhuong.nguyen@iecd.org.vn](mailto:thanhhuong.nguyen@iecd.org.vn)

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### A. Context

#### 1. About IECD:

IECD is a French organization for non-profit, operating through 14 countries in Africa, Near East, Southeast Asia and Latin America. IECD aspires to enable the youth, adults, professionals and development actors to acquire the necessary know-how to build up their future and have a positive impact on society. In Vietnam, IECD has started its operations in 2013 with the Micro Small Entrepreneurs Support program, consisting of supporting the micro-economic actors in the informal sector.

Official website: [www.iecd.org](http://www.iecd.org), [www.iecd.org.vn](http://www.iecd.org.vn)

Youtube: <https://www.youtube.com/channel/IECDVietnam>

Facebook: <https://www.facebook.com/pages/IECD-Viet-Nam>

#### 2. About SDTC:

SDTC - Social Development Training Center of Ton Duc Thang University, located in District 7, is the local partner of IECD in Vietnam. SDTC provides high quality training courses for Students, Enterprise, Non-governmental and Social organizations with experienced teachers and experts.

#### 3. About the Micro-Small Entrepreneurs Support program (MSE Support Program):

IECD, together with SDTC, are conducting the **MSE Support Program** in HCMC, bringing basic management tools to entrepreneurs who want to structure their business and thus secure their source of income.

Thanks to trainings given by IECD, micro-small entrepreneurs will acquire basic management tools such as: use a cashbook, calculate selling price, optimize savings, develop customer relationships, etc. During and after training sessions, **trainer will visit beneficiaries - trainees' workplace** to make sure the tools are well adapted to the professional context and adopted by the beneficiaries.

**We are looking for smart, talented, passionate and hardworking young professionals to join the team.**

You are graduated from Business Administration with English skills?

You have accumulated a valuable experience of 2 or 3 years?

You want to contribute to make the micro entrepreneurs community more sustainable?

You want to challenge yourself and develop your teaching skills?

You are not reluctant to be on the field 60% - 70% of your time visiting your beneficiaries?

If you have replied positively to all the above questions, then we would be very happy to welcome you on board of IECD team. Detailed mission is outlined below:

## B. Mission

### 1. **Main responsibilities:**

Under the supervision of the Project Manager, trainer will be in charge of:

- ❖ Delivering the training content to beneficiaries of the MSE support program
- ❖ Coordinating and initiating paperwork with local authorities & SDTC administrative officer
- ❖ Daily collaboration with IECD partners

### 2. **Tasks:**

- ❖ Fine tune the adaptation of the content training
  - Strong understanding of the needs of the beneficiaries
  - Good ownership of the methodology of content training
  - Proactive attitude towards the training materials
- ❖ Plan training schedule & deliver training content
  - Liaise with local institutions and authorities, anticipate appropriate paperwork to ensure the training program to be delivered in time
  - Organize training schedules, while taking into account constraints of beneficiaries, and deliver the training as scheduled:
    - ✓ Often night classes, 2 - 3 sessions/week
    - ✓ Weekly individual follow-up sessions & post-training visits to each beneficiary. **Those visits are to take place on the field of operation of beneficiaries, and should count up to 60% - 70% of the total workload of trainer. For such purpose, trainer should be able to drive motorbike.**
  - Organize graduation ceremony for beneficiaries
- ❖ Ensure the quality of the training program
  - Deliver courses as defined with the Project Manager
  - Ensure beneficiaries' understanding, the quality of in-class sessions, follow-up sessions & post-training visits
- ❖ Evaluate the impact and the relevance of the training program on the day-to-day beneficiaries' business
  - Report feedbacks in order to better tailor the program
  - Be proactive and make relevant suggestions to improve the content and methodology based on own experience and practical observation
  - Fill and maintain the database of beneficiaries
- ❖ Report to Project Manager
  - Ensure weekly & monthly reports to Project Manager
  - Share all supporting documents used to deliver the training
  - Ensure that the accurate version of all documents is known and shared
  - Participate to the launch of the program and contribute to its durability by promoting it and participate to the recruitment of beneficiaries

### C. Job Requirements

- ❖ **Academic background:** Bachelor degree in: Business Administration/ Foreign languages / Economics/ Accounting/ Finance
- ❖ **Experience:**
  - At least 2 years of experience
  - Experience in private sector or business related sector
  - Experience in training
  - Experience in a charity/non-profit organization is a plus
- ❖ **Qualifications:** Autonomy & Team spirit, Spirit of initiative, Mobility, Organization - Planning and Anticipation, Comfortable in oral presentation, Capacity to adapt and patience, Good interpersonal skills, Strong interest in development and educational issues, Knowledge about business management
- ❖ **Language abilities:** Native Vietnamese, Spoken and written English (French is a plus)