



The Kenan Institute Asia (Kenan), a leading not-for-profit development organization headquartered in Bangkok, Thailand that conducts a wide range of economic and social development activities in Southeast Asia (see [www.kenan-asia.org](http://www.kenan-asia.org)), is seeking a qualified candidate for the position of **Training Manager** to manage day to day project operations and support the development of new opportunities.

The Training Manager will be based in Hanoi with frequently travels to the project sites and will support the Vietnam program in the implementation and managing the project stakeholders.

The successful candidate will be a self-starter, able to work with limited oversight in a multicultural environment. He/she will have a passion for development with a strong desire to succeed in business development. The ability to multi-task, meet client demands and deadlines, as well as prioritize among competing priorities are also essential skills for the successful candidate.

**Responsibilities:**

- To coordinate project activities on a daily basis with the Kenan project teams
- To coordinate with Kenan partners in the public and private sectors
- To provide training and leading in training technical areas
- To arrange for the logistics of training courses, research and meetings
- To assist in research information collection and surveys
- To assist on business development efforts
- To translate and interpret as needed

**Skills and Experience**

The ideal candidate would have a background in coordinating complex international development projects; very strong administration skills; a flexible approach to working arrangements; be able to work independently; be able to communicate well with both Vietnamese and foreigners. Qualifications for this position include:

- University degree in international relations, business, communications, or related degree and a minimum of ten years professional experience.
- Previous project coordination and training experience.
- Experience in working on international development projects and working with the Vietnamese government agencies preferred.
- Native in Vietnamese; fluent in oral and written English.

**Applications, including a cover letter, recent photo and a CV, must be submitted to: Human Resources Manager, Kenan Institute Asia, [recruitment@kenan-asia.org](mailto:recruitment@kenan-asia.org) before 31 May 2015.**