

Partnership Officer

Association of Southeast Asian Social enterprises for Training in Hospitality and Catering (ASSET-H&C)

Ho Chi Minh, Vietnam

CONTEXT

The **European Institute of Cooperation and Development (IECD)** is a French non-governmental organization founded in 1988 and operating in the field of social and economic development in partnership with local institutions. IECD's main sectors of action are vocational training and professional integration and support to micro and small enterprises.

More information on www.iecd.org

ASSET-H&C is a regional network that brings together vocational training centers willing to work hand in hand to better fulfil their common social mission: bringing positive change in the lives of vulnerable youth and adults by teaching them tourism and hospitality skills that will allow them to successfully integrate into the job market and society.

The network currently gathers 12 member schools across Cambodia, Myanmar, Thailand and Vietnam. Every year, the member-schools of ASSET-H&C build the competencies and the future of more than 2000 trainees across South-East Asia, including 54% of female students.

The network implements a three fold strategy

- **SHARE:** To facilitate experience and expertise exchanges between members through activities such as teachers/students exchanges, members' annual seminar, or the creation of a resource center aimed at mutualizing a variety of tools.
- **PROGRESS:** To support members in building sustainable foundations and strengthen their capacities through expert interventions in the frame of trainings of trainers, environmental audits, etc.
- **ENGAGE:** To promote the schools and their common vision of training and tourism through the development of communication tools, the organization of conferences and publications.

More information on: www.assethc.org

MISSION

Under the supervision of ASSET-H&C project manager, the partnership officer will support the association in increasing its impact by developing new partnerships with organizations that share the same objective of supporting vulnerable populations.

Two kinds of partnerships are particularly considered:

1. With organizations that could contribute their expertise or resources to ASSET-H&C network and would consequently support the network in continuously improving the quality of service provided to its members.
2. With organizations that would benefit from the expertise of ASSET-H&C. Through such collaboration the network could impact more beneficiaries.

The partnership officer will mainly focus on the following tasks:

1. **Capacity Building in a variety of fields** (E.g., Environmental sustainability, gender, social entrepreneurship, ...).
 - Support activities aimed at consolidating the expertise of ASSET-H&C and its members to help leverage such expertise beyond the network.
 - Create training content to strengthen capacities among ASSET-H&C members that could subsequently be used with partners, beyond the network.
 - Coordinate the delivery of capacity building activities for members and subsequently for partners beyond the network.



2. Partnership development and management

- Support the development and operationalization of a partnership strategy aimed at increasing the association's impact through collaborations with and the capacity building of third organizations. This includes:
 - Explore, identify, map, and maintain an active watch of prospective partners
 - Assess partners' needs and expectations and opportunities for ASSET-H&C to address them
 - Negotiate, establish, and formalize the partnership
 - Implement the partnership
 - Facilitate and address partners' feedback and concerns
 - Review existing partnership and nurture the relationship to make it evolve and give way to additional collaborations
- Develop a service offer for partners
- Contribute to creating an ecosystem of support by promoting opportunities for mutual learning between ASSET-H&C members and partners.

3. Visibility related to partnerships

- Support visibility activities aimed at promoting ASSET-H&C expertise and capacity building services (E.g., presentations, articles, publication, social media posts, events, etc.)
- Represent the network at events if appropriate

PROFILE

Skills and qualities:

- Excellent inter-personal skills and ability to build and maintain strong relationships with a broad range of stakeholders
- Client Orientation: display exceptional listening and analytical skills to understand partners' needs and concerns and ability to respond promptly and effectively to these needs.
- Strong interest in sustainability related issues (environment, gender, inclusion, etc.)
- Research skills
- Experience producing training material, experience with digital learning would be great asset
- Proven superior written and verbal communication skills (in English)
- Ability to give presentations to a range of different people
- Autonomy and good organizational skills
- Ability to work under pressure and to maintain deadlines
- Critical thinking skills and ability to exercise good judgement and solve problems quickly and effectively
- Ability to work in a multicultural environment
- Proficiency with Word, Excel, PowerPoint
- For Vietnamese nationals only

Education: bachelor's degree preferably in business management, development studies, communications, or related field

Experience: A minimum of two years of experience in managing partnership, preferably in NGO context.

CONDITIONS

Location: Ho Chi Minh City

Salary: according to profile and work experience

Start: as soon as possible

CONTACT

Please send your resume & cover letter in English to Sophie.hartman@iecd.org

Application deadline: as soon as possible