

JOB DESCRIPTION

Position title: Trainer Officer for Micro-Small Entrepreneur (MSE) support program

Report to: Project Manager

Location: District 6, Ho Chi Minh City (+The trainer should be mobile to visit beneficiaries)

Working hours: Full time

Starting date: May 2014

Salary: Negotiable

Application deadline: April 15th 2014

Application to:

- ❖ Ms. Huong NGUYEN, nguyenthithanhhuong@gmail.com
 - ❖ Mr. Le Trung Bao, trungbao2011@gmail.com
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A. Context

1. About IECD:

IECD is a French development organization operating 38 projects through 16 countries, in Africa, the 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 a Micro Small Entrepreneurs training program, which consists of supporting the micro-economic actors of the informal sector.

Official website: www.iecd.org LinkedIn: <http://www.linkedin.com/company/iecd>

2. About SDTC:

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

IECD in partnership with SDTC is conducting a Micro Small Enterprise (MSE) Support Program in HCMC, 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 management tools such as the use of a cashbook, how to calculate properly the selling price, optimize savings, develop 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 and adopted by the beneficiaries.

B. Mission

1. Responsibilities:

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

- ❖ Delivering the training content to the beneficiaries of the Micro & Small Entrepreneurs. He/She will be in charge of coordinating and initiating the paperwork with the local authorities and SDTC administrative officer.
- ❖ Daily collaboration with IECD partners to ensure an efficient approach

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
- ❖ 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 the relevance of the training program on day-to-day beneficiaries business
 - Report 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 contribute 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
 - Recruit new beneficiaries

C. Job Requirements

- ❖ **Academic background:** Bachelor degree in: Administration/ Foreign languages (English)/ Economics / Accounting/ Finance
- ❖ **Experience:** 2 years of experience in training is required; experience in a charity/ NGO 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
- ❖ **Foreign language abilities:** Spoken and written English (TOEIC 850/ IELTS 5.5)