

**Part A: HR Information (internal only)**

Position ID:	Position Grade:	Date Updated (yyyy-mm-dd):
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**Part B: Job Description**

Title: Training Program Assistant	Organization: Business Development, Finance and Operations
Direct Supervisor (Specify the position): Training Program Manager	No. of Direct Subordinates: 0
Indirect Supervisor (Specify the position): Training Program Operation Manager	No. of Indirect Subordinates: 0

<b>Job Purpose</b> (A short statement of WHY the positions exists)
This job is responsible for providing administrative and logistics support for the training program in IVI. This training program will be held in Seoul for foreign and domestic participants who want to get introductory knowledge regarding vaccine and biologics. The candidate should participate in preparation for the course and ensure efficient program implementation.

<b>Key Roles, and Accountabilities</b>
<ol style="list-style-type: none"> <li>1. Logistics and Administration <ul style="list-style-type: none"> <li>• Provide support in planning, monitoring and validating resource utilization</li> <li>• Provide logistics support in procurement for the program in accordance with institutional policies</li> <li>• Provide logistic/administrative support in arranging meetings, trainings, incoming visits, etc.</li> <li>• Coordinate and support disbursement of program funds</li> <li>• Monitor the financial activity in the program team in compliance with internal guidelines and government</li> <li>• Support preparation of budget and expenditure projections</li> </ul> </li> <li>2. Global Communication <ul style="list-style-type: none"> <li>• Interact and communicate with collaborators and collaborating organizations as required</li> <li>• Provide administrative support in preparing business trip of external faculty</li> <li>• Support participants management during the training period</li> </ul> </li> <li>3. Provide support to training program team as required.</li> </ol>

<b>Job Requirements and Qualifications</b>	
Education Requirements (Specify field of studies preferred)	A Bachelor's degree or Master's degree in science, public health, education or business related field
Related Field Work Experience (Specify people management experience)	Bachelor's degree & 0~1 years of experience or Master's degree & 0+ years of experience in related field: administration, finance, accounting, planning, or project management
Technical and Professional Skills / Knowledge (e.g., official certification, training, project, etc.)	Excellent skills in Microsoft Office and Hancom Office Excellent communication skills in dealing with senior external contacts Excellent inter-personal communication skills; professional presence.
Key Competency	Client Orientation Communication Commitment to Continuous Learning
Language Proficiency	Fluency in English