

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 Associate	Organization: Training & Capacity Strengthening, Innovation, Initiatives & Enterprise Development
Direct Supervisor (Specify the position): Training Program Manager	No. of Direct Subordinates: 0
Indirect Supervisor (Specify the position): Director of Capacity Strengthening and Legal	No. of Indirect Subordinates: 0

Job Purpose (A short statement of WHY the positions exists)

This job is responsible for providing overall planning and execution of training programs within the IVI Training & Capacity Strengthening (TCS) team including GTH-B training program to ensure efficient program implementation.

Key Roles, and Accountabilities

1. Training program planning administration
 - Provide budget justification for training program proposal, while preparing financial reports in compliance with policies and guidelines
 - Provide support in preparing proposal and legal documentation (eg, MOU, service agreement, contract etc) utilizing standard templates. Support internal approval of legal documentation.
 - Provide support in managing sub-awards, sub-contracts, collaboration and other vendors
 - Communicate with Finance for program initiation and closing
2. Training program financial administration
 - Maintain approved and updated training program budgets to facilitate ongoing financial analysis
 - Prepare financial reports in accordance with IVI and/or sponsor templates and guidelines
 - Support preparation of budget and expenditure projections, if needed
 - Provide support in planning, monitoring and validating resource (FTE & external) utilization, if needed
 - Monitor and validate individual training program cost expenditures, analyze financial status, and advise TCS training operation team members on funding execution
 - Monitor the financial activity in the program team in compliance with internal guidelines and government
3. Training program logistical support
 - Interact and communicate with collaborators and collaborating organizations as required
 - Provide logistics support in procurement for the program in accordance with institutional policies
 - Provide logistic/administrative support in arranging meetings, trainings, incoming visits, etc.
 - Coordinate and support disbursement of training program funds
 - Support preparation of periodic (as required) reports for donor organizations according to specification
 - Assist in the submission of reports as requested
 - Engage with updating, prioritizing, and following up the report
 - Communicate with internal and external stakeholders regarding selection process and criteria for LMICs manufacturers for on-site consultation
 - Support for the preparation of on-site training and consultation activities
 - Assist with follow up activities after consultation and complete the report to donor organization
4. Partner engagement support
 - Interact and communicate with domestic and international participants of the training course for their inquiries and requests
 - Provide administrative support in preparing business trips of foreign participants and external faculty
 - Lead participants during the training period
 - Support engagement of external collaborators and partner organizations requests
 - Actively involved with training program related works internally and externally

5. Global Communication
 - Interact and communicate with domestic and international participants of the training course for their inquiries and requests
 - Provide administrative support in preparing business trips for foreign participants and external faculty
 - Lead participants during the training period
6. Other ad-hoc tasks
 - Provide support for IVI Training & Capacity Strengthening program as team required.

Job Requirements and Qualifications	
Education Requirements (Specify field of studies preferred)	A Bachelor's degree or Master's degree in science, education, public health, administration, finance, accounting, 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: education, administration, finance, accounting, planning, public health 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 Strong organizational skills; able to juggle multiple priorities. Excellent inter-personal communication skills; professional presence. Program/Project management skills are plus (including MS Project skill)
Key Competency	Client Orientation Communication Commitment to Continuous Learning
Language Proficiency	Fluency in English