

## MDF Pacific-Indonesia vacancy announcement

### Indonesian Trainer / Advisor

MDF Training & Consultancy is a worldwide operating management training and consultancy organisation for the development sector. As expressed in our motto 'Our world is about people', MDF believes that our people are the key to success.

MDF employs 95 staff members and has 9 regional offices world-wide, and since 2009 in Indonesia: MDF Pacific-Indonesia (MDF-PI). Our branch in Bali is currently recruiting a new colleague to implement the MDF training programmes, consulting services and projects.

One of our core activities is assisting national governments, non-governmental organisations, projects/ programmes and donor agencies in achieving development results at the personal, programme and organisational level. This involves various types of activities: delivery of training courses and workshops and advising clients and stakeholders in improving organisational and human resource management systems, and on (programme) management skills and leadership. We focus on the contents as well as on the process of these changes in policy and practice towards development.

MDF-PI is looking for an enthusiastic colleague:

### Indonesian Trainer / Advisor in Leadership, HRM and Management Skills (ToT experience would be an advantage)

#### Job description:

- Serve as a trainer in MDF-PI's regular and tailor-made courses such as:
  - Leadership and Human Resource Management (L-HRM),
  - Management Skills (MS)
  - Training of Trainers (ToT);
- Carry out consulting assignments in Indonesia and abroad in the above mentioned areas;
- Contribute to the further development of MDF products and courses, such as organisational learning and knowledge management;
- Travel and work abroad for app. 3 months per year.

#### Core competencies:

- Sound knowledge of current international trends in Leadership & HRM and Management Skills, grounded in a relevant academic background (HRM, Organisational Psychology, Sociology, Management etc.);
- Ability to translate contemporary leadership and HRM theories, concepts and practices into effective adult learning / training packages;
- Ability to effectively facilitate HRM and leadership related adult learning processes in which relevant knowledge, skills and attitudes are transferred to or shared among development practitioners;
- Ability to communicate with clients at different levels (senior management to operations) and to correctly understand and respond to leadership, HRM and OD related learning needs;
- Ability to maintain cooperative and stimulating working relations with clients and colleagues;
- Ability to conduct training and consultancy assignments in English and Bahasa Indonesia (fluency in English required).

#### Qualifications:

- International Masters degree, studied or worked at least one year abroad;
- >5 yrs relevant development sector experience + >5 yrs relevant trainers experience in above fields;
- Excellent command of English and Bahasa Indonesia (speaking and writing);

- Analytical and empathic;
- Excellent communication and (proven) reporting skills;
- Open-minded, interactive and outspoken personality;
- Not a teacher but a facilitator;
- Able to work independently;
- Willing to travel at least three months per year (national and international).

**MDF offers:**

- Inspiring working environment, good atmosphere with a lot of personal responsibilities;
- Possibilities for personal growth and professional career development;
- Competitive remuneration in accordance with MDF's terms and conditions for trainers and consultants and contingent upon qualifications and experience;
- MDF initially offers a one year contract, extendable.

**Availability:**

ASAP

**Applications:**

**Please note, candidates who do not completely meet the above requirements are requested not to apply.**

Please send your applications (CV and cover letter), with the names, positions and email addresses of two references, via email only, to:

**Bart van Halteren**  
**Director MDF-PI**

**MDFPI@MDF.NL**

**Deadline: 01 May, 2011**

Only suitable and shortlisted candidates will be contacted.