



Join us and become a
**Semeur
d'Avenir !**

Project manager and HCTC School Director
Technical expert to IECD's partners' hospitality schools
Education, Vocational Training & Youth employability department
Mae Sot - THAILAND



IECD is a non-profit organization established in 1988 and that is mainly acting in the field of international solidarity. The organization is focusing on socioeconomic development programs in partnership with local institutions around the world. IECD is active in the fields of vocational training and social integration, support to micro and small entrepreneurs and promotion of education and health for vulnerable people.

Since 1992, IECD created and technically-assisted 21 hospitality and catering vocational training centers across 13 countries.

Present in Thailand since 2004, the IECD joined forces in 2010 with the Tak Border Child Assistance Foundation to launch a global training project including the construction of a hospitality school that trains underprivileged young Thai people (mainly Karen) in the trades of basic hospitality: the Hospitality and Catering Training Centre (HCTC). The official opening in May 2011, allowed to welcome a first class of 36 students brought to follow the course in three years whose last year consists of a practical training course. Since 2013, the training lasts 2 years; the school has about 60 permanent students (30 first year and 30 second year). A restaurant, a kitchen and a hotel fully equipped allows the students to train to real professional conditions. The supervision of the team consists of 7 teachers, a manager - who supports the director on various topics, a driver-logistician, a dormitory manager and an accountant.

In 2015, IECD decided to broaden the scope of its activities in Southeast Asia and since July 2015, with the financial support of the French Development Agency (AFD), IECD is supporting 2 existing hospitality schools:

- The Inle Heritage Hospitality Vocational Training Center (IHHVTC), which offers a hospitality training to 40 vulnerable youth from the Shan State every year.
- The Yangon Bake House, which provides pastry and cooking skills training to vulnerable women.

YOUR MISSION

This position includes two different missions: the first one as the project manager and school director of the Hospitality and Catering Training Center (HCTC), the second one as technical expert for the Support to Myanmar Hospitality Schools' project.

1. As the project manager and director of the HCTC (≈ 80 to 90% of the workload):

a. Team management and pedagogical activities

- Animate and lead the entire team daily
- Plan the annual organization of courses and internships



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- Follow the good course of the trainings and the different activities (recruitment of the students, departure in internship and in employment, class counsels ...)
- Imagine and create adapted pedagogical tools
- Coordinate the team training: identify initial and / or continuing training needs and organize training; the director must be able to technically support the trainers
- Continue to move towards increasing autonomy of the local team

b. Finance / Procedures

- Ensure the financial monitoring of the project (monthly update of the monitoring tool, construction of the annual budget and its quarterly updates, validation of expenses) - with the support of the accountant
- Ensure a very strict control of expenses
- Ensure the proper execution of HCTC procedures, and the overall sound financial management of the structure

c. Institutional

- Exchange with the local partner TBCAF and work with him on institutional aspects
- Represent the IECD with different partners, public authorities, etc.
- Maintain relations with current partners; develop relations with financial, institutional and business partners
- Ensure the institutional viability of the HCTC

d. Fundraising and reporting

- Identify and mobilize new sources of financing locally
- Provide technical and financial reporting to the financial donors

e. Hotel-restaurant application and economic model. Act as a General Manager and:

- Be actively involved in the marketing of the application restaurant and the hotel
- Identify and develop other income generating activities
- Participate in the development of the image of the school and the development of business partnerships



2. As the technical expert for the Support to Myanmar Hospitality Schools' (≈ 10 to 20% of the workload):

In close collaboration with the project manager, provide technical expertise to the 2 schools supported by IECD in Myanmar on an ad-hoc basis:

- curricula development (hospitality and tourism subjects, life skills...),
- support to set-up and run tools for the students' follow-up during and after training,
- support to develop internship and job opportunities for the students,
- consulting to increase the income-generating activities to maintain sustainable hospitality and catering vocational training programs

YOUR PROFILE

Education: Degree in hospitality and catering

Experience: 5 to 10 years of professional experience in the hospitality and catering field

Required skills:

- Professional level in English; mastery of French will be an asset
- Excellent interpersonal skills to ensure representation to various partners (local authorities, financial partners and private companies, etc.)
- Ability to lead teams: support, unite and train
- Project management: operational monitoring and impact measurement
- Skills in budget forecast and follow-up
- Good writing skills
- Fully proficient in MS Office, proficiency in Excel is mandatory



Interpersonal skills:

- Strong commitment, pragmatism and perseverance
- Leadership, entrepreneurial spirit, results driven
- Strong communication skills, open-minded, ability to listen and patience
- Diplomacy and ability to adjust your communication depending on your interlocutors
- Thorough and organized
- Strong moral qualities: honesty, humility and respect
- Sharing IECD values: a focus on the person, a principle of service and a professional commitment

CONDITIONS

Status: French Voluntary service of International Solidarity (VSI) that includes a 3 days info-session or local contract

Under the supervision of: the IECD representative for Myanmar and Thailand (based in Yangon, Myanmar) and the South-East Asia operations Director (based in HCMC, Vietnam)

In close collaboration with:

- The team of the Education, Vocational training and Youth Employability
- Administrative teams, based in Paris

Starting date and duration: September 2018 for 2 years, with possible extension

Localization: Mae Sot, Thailand

Compensation package:

- Compensation, commensurate with experience
- Housing allocation
- A roundtrip plane ticket per year of mission (including the plane tickets for the initial departure and the definitive return)
- Complete medical and social pack (sickness, accident and complementary health insurance) and basic retirement plan based on French Social Security
- Paid vacation: 2 days per worked month and local holidays

APPLY

Send your application (resume and cover letter) to the recruitment department: recrutement@iecd.org with the reference "Ref. CDP Mae Sot Thailand"