

JOB VACANCY ANNOUNCEMENT

DIRECTOR – TRAINING AND WORKSHOP COORDINATION DEPARTMENT

DUTIES

This position involves coordinating the global human resource development activities for developing countries. Duties may include:

- Developing and implementing specialized training programs, workshops and study tours for participants from developed and developing countries (e.g., ensuring that the latest training methodology and technology are used, coordinating the training program, making presentations on market related subjects, running the computerized simulation game, selecting training sites)
- Monitoring national and international training programs in progress to ensure a proper learning environment (e.g., cultural balances, group motivation, group interaction, use of latest technology, effectiveness of instructors and the program)
- Promoting and marketing IFDC human resource development programs on a commercial basis to international and national donor agencies (e.g., writing proposals, developing promotional brochures, recruiting participants and instructors, seeking funding participation, developing an overseas network)
- Performing a variety of other related minor duties as required (e.g., preparing budgets, reviewing actual versus budgeted expenditures)

JOB REQUIREMENTS

This job requires a broad understanding of the fertilizer sectors in developed and developing countries and of business management and the ability to use this knowledge to coordinate training programs. This job may involve the following:

- General knowledge of planning and training methodologies in order to develop and implement effective training programs
- Knowledge of developments taking place in fertilizer sectors of developing countries and the ability to apply this knowledge to identify training needs
- Ability to get along well with people from different countries to motivate them to meet the team's objectives (e.g., conducting an effective training program)
- Ability to communicate verbally and in writing effectively in order to make presentations to supervisors, subordinates, international training participants, and internal and external review committees on training
- Minimum of a Bachelor's degree with 7-10 years relevant work experience or equivalent combination of education and experience. Work experience in developing countries is required

BENEFITS

The salary will be paid in U.S. dollars commensurate with experience. The benefits package is competitive with similar positions at other International Agricultural Research Centers (IARCs). The employee benefits package will include annual and sick leave; paid holidays; insurance (medical, life, AD&D, LTD, BTA, medical evacuation); and retirement.

POST

This position will be posted at IFDC Headquarters, Muscle Shoals, Alabama. Significant international travel is required.

APPLICATION

Qualified applicants are invited to send their résumé or CV to the Personnel Office, IFDC, via email to ahammock@ifdc.org. Please reference the job title **Director - TWCD** in the subject line of your email. Screening of applications will begin immediately and will continue until the position is filled.