



Terms of Reference

Training Coordinator

About the International Executive Service Corps (IESC)

IESC is a US based nonprofit that creates and expands economic opportunities, helping to lift those we support out of poverty. We believe that helping enterprises grow is the most sustainable way for communities to have access to jobs and for families and people to have opportunities for a better quality of life. We have helped businesses in a variety of sectors, including trade and agriculture, create or save more than 1.5 million jobs in 137 countries across the world. Our major funders today are the US Agency for International Development (USAID) and the US Department of Agriculture (USDA), among others.

IESC is the prime implementor of the USDA-funded Trade Safe (TraSa) Program in the Dominican Republic (DR). TraSa aims to build the capacity of Dominican government institutions to develop a modernized Sanitary/Phytosanitary (SPS) and food safety related policy and regulatory framework to respond to the needs of the Dominican Republic's trade agreements and international best practices, as well as Dominican consumers. TraSa is helping government institutions to implement science- and risk-based SPS and food safety measures, standards, and regulations to facilitate trade in food and agricultural products. The project is also supporting the development of cold chain policies in context of the domestic market and international trade. The project period of implementation is November 1, 2020 to September 30, 2025.

IESC is recruiting a Training Coordinator to support TraSa specialists and directors implement and facilitate capacity building and institutional strengthening trainings, events, and exercises designed to meet project goals and targets. This is a full-time position (40 hours per week) based in the program office in Santo Domingo, Dominican Republic. Travel throughout the DR will be required.

Responsibilities

- Develop and monitor a program training plan directly linked to achieving targets in the performance monitoring plan. The plan should include virtual training activities such as www.spscourses.com.
- Coordinate logistical needs and planning of trainings and events in accordance with project procedures and protocols, including:
 - Design technical training activities in conjunction with technical staff and program partner institutions;
 - Send out invitations to interested parties and confirm attendance lists;
 - Organize meeting rooms, workshops, seminars, etc., and prepare materials;



- Ensure trainings run on time and successfully in all types of environments, ranging from formal classrooms to farms and packing-houses;
- Coordinate the schedules of facilitators and training course budgets.
- Coordinate with the TraSa monitoring, evaluation, and learning (MEL) team to ensure all relevant data related to training and participants are collected and integrated into the MEL system;
- Coordinate the logistics of the National Trade Facilitation Committee (CNFC) and National SPS Committee workshops throughout the project;
- Collaborate with and support consultants and volunteers who will support training activities;
- Complete other tasks assigned;
- Report to the director of capacity building/change management.

Qualifications

- University or professional degree in a relevant field (Education, Agribusiness, Business Administration, Marketing, Agriculture, or related discipline), Master of Science/Arts degree in above mentioned is preferred;
- Demonstrated skills to manage and organize information with attention to detail;
- Ability to prioritize among multiple competing tasks;
- Self-starter who is detail oriented, thorough, and well organized;
- Well-developed interpersonal and intercultural communication skills;
- Proficiency in Microsoft applications like Outlook, Word, Excel.
- Excellent written and oral communication and presentation skills, including development and delivery of training;
- Experience working with government agencies and/or agricultural associations is preferred;
- Experience working on projects funded by USAID or USDA preferred.

IESC is an Equal Opportunity Employer. Please note that this position is intended for a local national or a person with legal residency and work eligibility in the Dominican Republic.