**Call for Applications: Consultant for Training Coordinator**

ASEM SMEs Eco-Innovation Center (ASEIC) and National Research Council of Science & Technology (NST) in Korea in cooperation with its partners, Korea Institute of Energy Research (KIER), Korea Electrotechnology Research Institute (KERI), Korea Institute of Industrial Technology (KITECH), is currently inviting applications for experienced training consultant (individuals or firms) in a regional advanced training program on energy and electric power system.

**Thematic Area: Energy(waste-to-energy), Production Facility, Power system, Grid in ASEAN Country**

**Duty and Responsibility**

As a training coordinator, the consultant will be requested to communicate with participants before the training, facilitate training program during on-site trainings, and compile a final report after the training program.

* Preparation: Understanding partner organizations and the training program, and communication with participant, etc
* Training: Facilitating overall training program and draft opportunities to construct an energy partnership model as a pre-proposal for development funding mechanism (KOICA, EDCF or MDB) 10 pages daily report, etc
* Post-training: Over 50 pages (exclude appendix) final report

The training will be held on 30th November – 2nd December in 2015, Hochimin City in Vietnam, for more information refer to the appendix 1.

**Competencies (Qualifications)**

* Demonstrate commitment to the training’s mission and vision;
* Strategic strong technical capabilities;
* Strong communicating, reporting and writing ability in English;
* Ability to work in a team, develop synergies and establish effective working relations with various partners(private, academia and donor)
* Well organized and focused in coordinating projects.
* Strong interpersonal and communication skills, resourcefulness, initiative, maturity of judgment, tact, and negotiating skills, and the ability to cope with situations that may pose conflict;
* Sensitivity and adaptability to culture, gender, religion, nationality and age;
* Openness to change and ability to receive/integrate feedback;
* Ability to accommodate additional demands on short notice;
* Ability to work under pressure and in stressful situations; and
* Ability to manage heavy workloads and solve complex problems with minimum supervision

**Required Skills and Experience**

**Education:**

* Advanced university degree (Master, PhD) relevant to the thematic area or international development

**Experience:**

* At least 15 years of proven working experience relevant to the selected thematic area;
* Extensive technical knowledge relevant to the thematic area;
* Excellent oral and written skills in English
* Excellent drafting and formulation skills; proven record of official reports or papers/studies in the selected area;
* Experience with training and facilitation is an asset; (added advantage)
* Hands-on experience and knowledge on proposal to the multilateral development banks (MDBs) such as MDBs Standard Request for Proposal

**Budget: $6,000** (inclusive of air ticket for on-site training)

- Payment will be made upon confirmation that you are qualified and able to offer the required services.

**Application procedures**

Qualified candidates are requested to send application with a complete CV via E-mail: Ms. Rebecca Sunmi Koo, [sm.koo@aseic.org](mailto:sm.koo@aseic.org) at ASEIC.

**Deadline for applications:** 9th November 2015